

## Legal Assistant - Criminal

### General Responsibilities.

Provide clerical and legal assistance to the deputy prosecuting attorney within the Albany County & Prosecuting Attorney's Office for the criminal prosecution of felony and misdemeanor cases in Circuit, District or Drug Court.

### Essential Duties and Responsibilities.

- Answers telephones and direct or take messages as required.
- Coordinates discovery for defense attorneys and requests to law enforcement for evidence to be tested.
- Prepares daily court log sheets for deputy prosecuting attorney.
- Responds to questions and requests from the public, court personnel and law enforcement.
- Creating, updating and maintaining case files and electronic file for each criminal case including but not limited to filing all documents and court pleadings in case file and scanning pleadings and correspondence for electronic file.
- Corresponds with attorneys, court personnel, and law enforcement as to status of cases.
- Assist in preparation of trial notebooks for jury trials.
- Drafts, prepares, files and distributes various types of legal documents including pleadings, notices, summons, subpoenas, petitions, motions, orders, jury instructions, State witness lists and/or charging documents.
- Enters data and utilizes case management software, Judicial Dialogue to monitor cases progress.
- Maintains calendar for deputy prosecuting attorney and coordinating scheduling in Microsoft Outlook.
- Conducts a variety of general clerical duties including data entry and copying, filing, faxing, and mailing correspondence and/or other types of departmental documentation.
- Performs other specialized duties relative to area of assignment and acts as back up to other legal assistant positions within the office.

### Knowledge, Abilities, and Skills.

Must be a self-starter; have strong written and verbal communication skills as well as excellent interpersonal skills when dealing with citizens, attorneys, law enforcement agencies and other employees; must possess the ability to establish good rapport with individuals, often under difficult circumstances; Must be upbeat. Ability to multitask; fluent in Microsoft Word and able to navigate windows explorer and file subdirectories and ability to contribute to a team effort by accomplishing related tasks as needed. Work independently to complete required intake assignments in a timely and organized manner. Complete all assigned tasks accurately and precisely. Attend work as scheduled and/or required

### Minimum Qualifications.

Minimum of two (2) years of college or equivalent and two (2) years of general office experience (experience in a legal office preferred).