



TITLE: LEGAL ASSISTANT (DISTRICT ATTORNEY)	CLASSIFICATION: LEGAL ASSISTANT
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: CRIMINAL
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: July 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex, highly responsible, and specialized support duties involving legal terminology and judicial processes. Requires exercise of moderate use of independent discretion and judgment. The position is distinguished from other clerical positions by the degree of specialization and technical considerations.

SUPERVISION RECEIVED:

Works under the general supervision of the Office Manager Department Head, or Designee. Work is performed with considerable independent judgment.

SUPERVISION EXERCISED:

Although supervision is not always a function of this position, the incumbent may direct subordinates occasionally.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- **Performs intake functions on all incoming cases referred to the office.**
 - Enters new cases, accurately and completely, into Case Management system.
 - Maintains familiarity with relevant Oregon Revised Statutes.
 - Ensures proper paperwork is included with daily intake packet and follows up with agencies as needed to complete files.
 - Files and indexes legal instruments relative to cases. Reviews and assigns new intake per office policies, maintains various logs and statistics required for intake and caseload assignments.
 - Establishes and maintains appropriate filings, ensures appropriate conclusion of legal documentation for hearings/or trials.
- **Performs clerical support to attorneys.**
 - Completes data entry on case events into case management system.
 - Prepares legal documents including accusatory instruments, affidavits, subpoenas, and various motions/orders from rough data.
 - Completes thorough discovery process as required with minimal supervision.
 - Complete closure of cases within case management system per office policy.

- Conducts legal research and draft legal documents for review by attorney, as instructed.
- **Acts as back up to other legal assistant and paralegal positions within the office.**
 - Assists with grand jury coordination coverage as needed.
 - Works as back up for other team members
 - Completes special projects, as assigned, by the Office Administrator, District Attorney, or Designee
- **Performs other duties as assigned by the District Attorney, Office Administrator or Designee.**
 - Assists with research projects
 - Assists with development of department policies and procedures if requested.
 - Assists with administrative support duties of an advanced, complex, confidential or sensitive nature.
 - Assists in administrative workflow, recommends, and prepares procedures to improve productivity.
 - Works with Case Management Software vendor to problem solve when issues arise and to assist with updates and trainings as needed.
- **Acts as a primary trainer for new support staff.**
 - Works with Office Manager to develop training plans for new employees.
 - Primary trainer for new hires and advises current staff on new procedures, policies, and technologies.
 - Performs related duties as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Legal principles, practices, and terminology relative to specific functions of the job.
- Advanced secretarial and general office procedures including business English composition, spelling, and grammar.
- Confidentiality rules, especially those specific to the program area.
- Appropriate Agency partners and community resources.
- Current and past Case Management software: PBK, Odyssey, e-filing,
- LEDS/CJIS, EAGLE, Odyssey, AXON, ONQ, LOIS

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining appropriate, relevant professional relationships.
- Effectively communicating orally and in writing.
- Providing training and instruction.
- Developing training plans.

ABILITY TO:

- Maintain cooperative professional relationships with clients, peers, supervisors, managers, and the community in general.

- Write concisely and perform administrative tasks, including composing letters and reports in effective and professional form.
- Operate in the Microsoft Windows environment inclusive of using Excel, ADOBE database management and record keeping programs.
- Work independently in accordance with set policies, use initiative and professional judgment in completing tasks and responsibilities with only general instructions and guidance.
- Complete all assigned tasks accurately and precisely.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Associates / or Paralegal degree and two years' experience directly related to the duties of this position; any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.