

Position Title: Investigations & Support Staff Legal Assistant  
Department: Support Staff, Naples  
FLSA Status: Included  
Class: 5131  
Prepare Date: 7/6/15

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary responsibilities of the position including assisting Investigations and Support Staff Division in providing quality representation and defense to indigent clients, including, but not limited to, the following:

- Interview defendants at First Appearance in an effort to identify and provide potentially helpful information to the investigator and/or attorney;
- Assist investigations and attorneys from a variety of sources as requested;
- Coordinate closely and communicate effectively with investigator, attorney and supervisor to fulfill requests in support of thorough and proper representation of clients;
- Conduct computer-based and hands-on research pertinent to clients;
- Prepare clear, concise, and grammatically correct reports to document and describe the results of work performed;
- Notarize documents as required;
- Creates correspondence and other materials on general or legal subjects including acknowledgments in response to inquiries;
- Assist clients as necessary per investigator or supervisor;
- Prepares and maintains files and records;
- Prepare and file general legal forms and pleadings, complex motions, orders, and subpoenas for both depositions and trials, attend court hearings and keep docket;
- Establish and maintain a comprehensive filing system;
- Handles calls regarding cases and court hearings in investigator's or attorney's absence;
- Completion of monthly reports;
- Maintain confidential case follow-up and other essential legal records and files.
- Utilize and document work in electronic case files in CJIS/IJIS;
- Notarize documents as required;
- Perform related work and other duties as assigned;

**SUPERVISORY RESPONSIBILITIES:**

There are no supervisory responsibilities association with this position.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this documents are representative of the knowledge, skills, and/or abilities required.

Knowledge, Skill, and/or Ability to:

- Display high standards of ethical conduct;
- Maintain a professional appearance and demeanor at all times;
- Demonstrate strong work ethic and commitment to the mission of this Agency;
- Demonstrate professional ethics relating to confidentiality, attorney-client privilege, and relationships;
- Maintain composure and perform effectively under stressful conditions;
- Respect time and assistance of others;
- Manage time and utilize resources effectively;
- Exhibit analytical skills including the ability to research, organize, schedule, analyze, and present findings;
- Manage multiple assignments and projects simultaneously, including long- and short-range projects;
- Work independently as well as work effectively with team members;
- Develop skills to communicate effectively with people of various backgrounds, education levels, and cultural diversity, using both verbal and non-verbal communication skills;
- Establish and maintain effective working relationships with others;
- Communicate effectively and professionally with clients, staff, witnesses, the public, and others;
- Acquire investigative techniques, interviewing skills, and observation techniques;
- Plan, organize, and coordinate work assignments by prioritizing and meeting deadlines;
- Identify problems, determine accuracy and relevance of information, use sound judgment to generate solutions and evaluate alternatives, and communicate recommendations;
- Become familiar with Florida statutes, laws and procedures, theories and practices as they relate to criminal offenses and the defense of same;
- Develop an understanding of the criminal justice and court system and become familiar with routine legal terminology;
- Understand and apply relevant rules, regulations, policies, and procedures of this as well as related agencies;
- Maintain well-documented case files;
- Operate office equipment, cameras, video and digital recording equipment, utilize computer systems including Microsoft Word, Office, Excel, Power Point, and Outlook, voice recording devices, digital and video cameras, scanning, and copying;
- Write in a clear, articulate, and accurate manner using proper and correct English grammar, spelling, and punctuation;

- Follow written and oral instructions and procedures;
- Travel to various locations through the Circuit for assignments, field work, and/or training as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- Graduated from an accredited four-Year College or University in a criminal justice related field or an equivalent combination of training and experience. Notary Public or required to become one. Bilingual Preferred.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret requests, procedures, criminal history records, and other reports.
- Demonstrate the ability to write reports, correspondence, timelines, and analysis of documents;
- Demonstrate the ability to present oral testimony in court;
- Demonstrate the ability to effectively communicate with clients, witnesses, and others, including people of various backgrounds, education levels, and cultural diversity, using both verbal and non-verbal communication skills.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

- Must be able to carry out written and oral instructions furnished in a variety of forms;
- Must be able to evaluate problems, isolate key issues, identify resources, research, and develop alternative solutions.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to be mobile, drive, speak, hear, and stand for extended periods of time.
- The employee is frequently required to sit and reach with hands and arms;
- The employee must occasionally lift and/or move up to 10 pounds;
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Valid Florida Driver’s License;
- Notary or eligibility to obtain Notary License;

**WORK ENVIRONMENT:**

- The noise level for this position is moderate;
- Work environment is varied as will be required at times to meet clients in Court and in Jail.

**EQUIPMENT UTILIZED:**

- Personal and desktop computers, printers, copiers, scanners, telephones, calculators, cell phones, camera, recording equipment, CD/DVD burner, including technological advancements as necessary for Agency purposes.

This position description in no way states or implied that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee shall possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities. Employees of the Office of the Public Defender are at-will employees. This document does not create any employment contract, implied or otherwise, and may be revised or rescinded at any time due to operational necessity and at the sole discretion of the Public Defender.

I acknowledge that I am capable of performing each of the Essential Duties and Responsibilities. I am able to meet the Physical Demands as described or I will otherwise *immediately* inform my supervisor and Human Resources to process a formal request for Reasonable Accommodation according to ADA Regulations.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_