JOB DESCRIPTION
CITY OF JOPLIN
LEGAL SPECIALIST

TITLE: LEGAL SPECIALIST – PROSECUTOR'S OFFICE

DEPARTMENT: LEGAL

DESCRIPTION:
Under general supervision, performs a variety of technical legal work including drafting of documents and letters and other legal activities. Reports to the Prosecuting Attorney and Assistant Prosecuting Attorney.

GENERAL DUTIES AND RESPONSIBILITIES:
THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance, dependability, communication and organization are extremely important.
- Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:
WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Transcribes and edits data; drafts documents including legal agreements, pleadings and letters.
- Prepares files for trial: issue subpeonas, collect evidence, ensure subpeonas are delivered properly and timely.
- Collects evidence from officers/citizens for cases.
- Possesses knowledge of the Missouri Uniform Law Enforcement System.
- Monitors office supply inventory and prepares purchase orders, requisitions.
- Maintains files of records.
- Maintains records of court dockets and depositions.
- Performs legal research and preparation of responses to officials and citizen inquiries.
- Oversees preparation and maintenance of a variety of office records and files.
- Answers telephones and serves as office manager for both the Prosecuting Attorney and the Assistant Prosecuting Attorney.
- Manages attorneys' calendars and scheduling appointments as needed.
- Maintains friendly and professional working relationships with other departments and outside offices.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:
LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with officials, department heads, other city employees, other government officials, and the public.

MATHEMATICAL ABILITY
JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of general office management principles and practices.
- Working knowledge of the ordinances, policies and procedures.
- Knowledge of various software programs and computer skills.
- Knowledge of and ability to use the internet for information and research.
- Knowledge of basic research, analysis and problem solving techniques and practices.
- Skill in understanding and interpreting complex laws, rules, policies and procedures.
- Knowledge of the Missouri Uniform Law Enforcement System.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting; must have a degree of manual dexterity sufficient to operate office equipment such as computers, typewriters, copiers, FAX machines, telephones.
- Sightedness is required adequate to read, enter and process records; must be mobile to such a degree that allows effective job related movement around work area or building to perform essential job functions; low levels of twisting and bending may be required.

ENVIRONMENTAL ADAPTABILITY

- Skill in maintaining record management system.
- Skill in organizing and coordinating a variety of administrative projects and activities.
- Skill in researching, analyzing and recommending solutions to issues involving practices and procedures.
- Skill in researching, analyzing and referring questions involving citizens to appropriate department or agency for resolution.
- Skill in operating a variety of office equipment including computers, transcription machines, copiers, telephone, FAX machines and calculators.
- Skill in operating keyboards.
- Ability to work well under pressure and time constraints and be adaptable and flexible in work patterns.
- Ability to maintain confidentiality.

GENERAL QUALIFICATIONS:

- Graduation from high school or GED equivalent and coursework in business, computer research, software applications and three years of office experience including one year in a law or similar office.
- Able to enter data accurately and quickly.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

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Employee Name (Please Print) Date

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Employee Name (Signature)