# Job Description

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| Job Title: | Legal Specialist - Prosecutor | Classification: | Classified |
| Department: | Legal Services | Grade: | 160 |
| Occupational Group: | Administrative Support | FLSA: | Non-Exempt |
| Status: | Full-Time | Supervisory: | No |

## Primary Purpose

Under general supervision; performs a variety of technical legal work including drafting documents, letters, and other legal activities. Position requires certification by the Missouri State Highway Patrol as the Terminal Agency Coordinator for the Missouri Uniform Law Enforcement System (MULES).

## Essential Job Functions

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.*

1. Processes citations for defendants, in-custody and non in-custody, for court appearance or action. Creates and builds files; retrieves reports and history for file development purposes.
2. Serves as the Terminal Agency Coordinator for the Prosecutor's Office for MULES, providing essential and protected information for the Prosecuting Attorney's office.
3. Assists with budget preparation; compiles financial reports; prepares purchase orders and requisitions.
4. Receives attorney entries; prepares plea bargain sheets for attorney review.
5. Retrieves daily court docket, maintains record of court docket, and processes disposition of docket. Maintains and moves files according to the new court dates.
6. Prepares files for trials, issues subpoenas, collects evidence and follows-up to ensure proper and timely delivery of subpoenas.
7. Oversees preparation and maintenance of a variety of office records and files.
8. Answers telephones and serves as a liaison with the public, court staff, police officers, private defense counsel and their staff. Provides verification to insurance companies related to insurance verification questions, as well as responds to questions by the general public.
9. Orders and maintains office supply inventory; maintains calendars for City Prosecutor and Assistant City Prosecutor; schedules appointments as needed.
10. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
11. Contributes effectively to the Legal Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

## Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** General office management principles and practices; ordinances, policies and procedures; various software programs and computer skills; use of the Internet for information and research; basic research, analysis, and problem-solving techniques and practices; Missouri Uniform Law Enforcement System; Microsoft Office Suite.

**Skill in:** Establishing and maintaining effective working relationships with officials, department directors, City employees, government officials, and the public; understanding and interpreting complex laws, rules, policies, and procedures; maintaining record management systems; organizing and coordinating a variety of administrative projects and activities; researching, analyzing, and recommending solutions to issues involving practices and procedures; researching, analyzing, and referring questions involving citizens to appropriate department or agency for resolution; operating a variety of office equipment including computers, transcription machines, copiers, telephone, FAX machines and calculators; using computer system applications; Microsoft Office Suite.

**Education:** Graduation from high school or GED equivalent and coursework in business, computer research, software applications.

**Experience:** Three years full-time work experience including one year in a law or similar office environment is preferred.

**Licenses and Certifications:** Possess and maintain a valid state issued driver's license. Certification by MULES to serve as the Terminal Agency Coordinator for the Prosecutor's Office; Show Me Courts and Prosecuting Attorney Portal certification is required throughout employment.

## Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

## Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

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| Revision Date: 11/01/2021 | Type of Change: Update position |
| Revision details: City-wide job description revision and updates. | |