



CLASS SPECIFICATION

Class Title: Legal Defender Administrator
Department: Human Resources
FLSA: Non-exempt

Class Code: 2289
Grade: 22
Eff. Date: 12/01/2011
Revised: 6/15/2023

GENERAL PURPOSE

Under general supervision from an administrative authority, performs technical legal duties in the preparation of court cases, records, and reports. Performs complex accounting and administrative duties requiring independent action and judgment.

EXAMPLE OF DUTIES

Assists with state grant and federal entitlement fund submissions. Compiles supporting data including budgets, legal defender caseloads, contracts for defense services, proof of legal defender compliance with constitutional and statutory mandates, code of professional conduct, Continuing Legal Education (CLE) requirements and Indigent Defense Commission objectives. Serves as primary liaison to grant administrators, grant-funded employees or contractors, HR and Auditor's office personnel involved in grant receipts/disbursements.

Assists in preparing and monitoring the budget for the Legal Defender Program; compiles and enters budget data; periodically accesses budget reports and reviews them with the legal defender coordinator to monitor expenditures and revenue.

Reviews, manages and processes defense service provider invoices for payment; serves as primary liaison for service providers, HR and Auditor's office personnel.

Coordinates and facilitates CLE seminars – working closely with the legal defender CLE coordinator to schedule seminars, arrange presentation sites, audio/visual equipment, IS support, catering, and video links. Serves as primary liaison to CLE coordinator, seminar presenters, other county personnel (IS and facilities) and Utah State Bar CLE compliance office; tracks attendance and assures all attendees receive proper CLE credit.

Assists with staff support and supervision. Oversees day-to-day activities and performance of staff; provides referrals and documentation to legal defenders and defense resource providers; creates legal defender court schedules, court/attorney notice forms, contact information rosters and other critical forms for distribution to judges, court staff, legal defenders, prosecutors and clients on a quarterly or as needed basis.

Composes and types legal documents, correspondence and reports requiring independent judgment as to content, accuracy and completeness.

Works with confidential and sensitive matters including information detailed and used in cases involving indigent clients of the legal defender program.

Independently reviews case files and determines necessary action; researches factual and legal issues as directed; assists legal defenders in preparing for motion hearings and trials, including preparation of exhibits, witnesses and evidence presentation.

Assists in implementation of new technology and adaptation to office and court requirements.

Assists in conducting legal research and the preparation of motions and legal briefs in accordance with court rules and procedures.

Works closely with members of legal defender program, indigent clients of the legal defender program and their family members, defense witnesses, investigators, experts, court personnel, personnel from the Davis County Attorney's Office, and other prosecutorial agencies.

Assists legal defenders, defense service providers and their support staffs with technical and procedural questions.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school and one (1) year of college level coursework in secretarial training, plus seven (7) years of full-time progressively responsible experience as a legal secretary, four (4) years of which must have included advanced level support duties in a prosecutor or criminal defense environment; an acceptable combination of education and experience may be considered.

2. Special Requirements:

Preference for fluency in Spanish and English (fluency defined as proficiency level in both languages as evidenced by the ability to verbally interpret from English-to-Spanish and from Spanish-to-English, as well as the ability to translate written documents from English-to-Spanish and from Spanish-to-English).

Preference for a Paralegal certification from an accredited institution.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: the organization and jurisdictional requirements of the Utah court system; proper format for court documents in Davis County and other jurisdictions; protocol to follow in filing documents and obtaining judges' signatures; steps involved in investigation and filing of criminal charges; appellate court rules and regulations; proper grammar, spelling, and punctuation; legal terminology and procedures; modern office practices and procedures.

Skill in: word processing; operating modern office equipment including (but not limited to) a



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multi-line telephone, fax machine and copier; proficiently operating computer equipment, applicable software and database programs; professional telephone etiquette and assisting callers.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: independently compose and properly submit and serve court documents; make sound and accurate decisions regarding necessary action on cases involving indigent clients; exercise initiative and sound judgment and react resourcefully under varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, the courts, law enforcement and other agencies, victims/witnesses, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***