



CLASS SPECIFICATION

Class Title: Legal Defender Legal Technician
Department: Human Resources

Class Code: 289
Eff. Date: 12/01/11
Grade: 18

GENERAL PURPOSE

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

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Independently 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 secretaries 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.

Must furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough 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 multi-line telephone, fax machine and copier; proficiently operating computer equipment, applicable software and database programs; professional telephone etiquette and assisting callers. Taking and transcribing shorthand is desired.

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 complete 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.