



CLASS SPECIFICATION

Class Title: Legal Technician
Department: Attorney
FLSA: Non-exempt

Class Code: 133
Eff. Date: 1/1/99
Grade: 17
Revised: 09/25/17

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.)

Incumbents in this classification may be assigned to perform administrative support duties in the District Court or Juvenile Court.

Performs all duties and responsibilities required of a Legal Secretary II (refer to the Legal Secretary II Class Specification for a complete description).

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

Works with confidential and sensitive matters including information detailed/used in criminal cases, in complaints or lawsuits against the County or its employees, and information included in pending contracts.

Independently reviews civil and criminal files and determines necessary action; researches facts related to criminal or civil case; determines necessary witnesses and/or evidence; interviews witnesses in preparation for trial.

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

Prepares legal briefs in accordance with State appellate court rules and procedures.

Works closely with and advises police agencies of changes in legislation, office and court procedures and jurisdictional requirements; works with court personnel to implement mandated or procedural changes.

Processes and monitors civil forfeiture actions for vehicles, cash and property seized pursuant to drug arrests.

Independently prepares probation violation hearings including determination and interview of necessary witnesses.

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 progressively responsible experience as a legal secretary, four (4) years of which must have been as a Legal Secretary II in a prosecutor or District Attorney office; or an acceptable combination of education and experience; related education may be substituted for up to two years of Legal Secretary experience on a year-for-year basis.

2. Special Requirements:

Must possess a Utah Prosecutorial Assistants Association certification.

Must pass a criminal history background investigation.

Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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).

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: keyboarding at 50 wpm (net); transcribing dictation as required by the position; operating modern office equipment including (but not limited to) a multi-line telephone,



CLASS SPECIFICATION

fax machines and copiers; 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 complete and proper court documents; make sound and accurate decisions regarding necessary action on criminal or civil cases; 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.