



**Job Title: LEGAL ASSISTANT**

**Department /Office:** Hopi Prosecutor's Office

**Reports to Whom (title):** Chief Prosecutor

**Salary / Hourly Range:** 25

**Job Classification Code:** 8820

**Level of Background Check:** 1B

**Status:** Non-Exempt; Full-time, Part-time, Temporary

**Driving Required:** Yes, As Required

**Created:** 08/28/2013

**JOB DESCRIPTION:**

The work typically includes various duties requiring the incumbent to recognize the differences among the many legal transactions received. There are minimal independent decisions to be made, however, incumbent is responsible for the accuracy and timelines of processing transactions received.

**SCOPE:**

This class consists of processing, routing and maintaining document of legal nature in support of the Office of Tribal Prosecutor.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Receives and types criminal complaints, affidavits, petitions, motions, orders, plea agreements, pre-trial diversion agreement forms and related documents; coordinates routing of all legal transactions between the Prosecutor's Office, Court, Probation Offices, Police Department and attorneys.
2. Establishes and maintains case files for pre-trial hearings, trial hearings, probationary, suspended and other sentences; assures necessary documents are chronologically placed within each life custodian of pending and inactive files. Maintain efficient filing system as directed by Supervisor.
3. Drafts memoranda regarding cases to Probation and Police Officers; tribal enrollment office and to Court personnel; prepares letters to Guidance Center Counselors, witnesses and victims, defendants for Plea Agreements and defense attorneys for discovery.
4. Performs data entry activities; inputs motions, orders, criminal complaints, amendments, daily schedules, letters, case schedules, etc; compiles and types statistical reports for reporting purposes.
5. Performs receptionist duties; greets and ascertains nature of visitors and telephone callers; assists the public in completing Witness Statement Forms and may refer to Police Officers for incident reports, evidence, photos, etc.; explains to public courts procedures and processes or to Domestic Violence Program for assistance.
6. Receives and logs daily criminal complaints and traffic citations; requests prior records of offenders from Court.
7. Completes legal research upon request of Prosecutors.
8. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with local Court Personnel, Police Officers, Attorneys, individual in other government agencies and the general public. The purpose of these contacts is to coordinate and advise on work efforts.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is primarily sedentary and the work environment involves everyday risks or discomforts which require normal safety precautions typical of offices, meeting and training rooms, court chambers and in the use of a commercial or tribal vehicle. The work area is adequately lighted, heated and ventilated.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

- A. Education: High School diploma or equivalent;

AND

- B. Experience: Two (2) years of responsible clerical work experience;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Broad knowledge of modern office practices and procedures
- Thorough knowledge of spelling, punctuation and syntax sufficient to identify and correct grammatical errors
- Working knowledge of legal terminology and documents (i.e. summons complaints, motions, subpoenas, etc.)

B. Skills:

- Skill in typing 50-60 WPM. Accuracy and neatness are essential
- Skill in using varied computer work processing programs and other standard office equipment
- Skill in effective public relations, when dealing with co-workers, clients, outside agency personnel and the general public

C. Abilities:

- Ability to perform moderately complex secretarial work
- Ability to maintain confidentiality in all aspects of work performed
- Ability to follow written and verbal instructions
- Ability to communicate effectively, verbally and in writing
- Ability to comply with ethical rules regarding ex-parte communications with represented defendants
- Ability to comply with ethical rules regarding restrictions on providing legal advice to anyone by phone, email, letter or personal contacts.
- Ability to establish and maintain effective working relationships with others.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Must not have been convicted of a misdemeanor within the past twelve (12) months.

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