

PROSECUTION & TECHNOLOGY ASSISTANT

SUMMARY/PURPOSE

Assist City Attorneys in preparing and processing criminal cases, provide database and litigation technology support, and operate the City's Victim/Witness Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Assess litigation technology needs in Attorney's Office.
2. Serve as point person for all technological support related to criminal and civil litigation.
3. Responsible for database creation, management, and e-discovery data manipulation and conversion, imaging, electronic document production, and trial technology project management.
4. Assist with clip creation, exhibit annotation, and Microsoft PowerPoint presentation or other demonstrative exhibits and chalks.
5. Maintain orderly filing and organization scheme for data and media.
6. Interview complainants in potential criminal cases.
7. Gather evidence in criminal cases, including taking statements from witnesses.
8. Arrange for the delivery of subpoenas to witnesses.
9. Assist witnesses in preparing for hearings and trials, answer witness inquiries, schedule testimony.
10. Review warrant requests and prepare criminal complaints.
11. Open and organize legal files.
12. Respond to criminal and civil litigation discovery requests.
13. Assist prosecutors with victim/witness issues during investigative, pretrial, trial, and post-trial phases of a case.
14. Assist crime victims in coping with victimization and working with the criminal justice system.
15. Promote awareness of victim's rights.
16. Provide referral to other victim programs and community services.
17. Maintain a current body of legal knowledge especially as it relates to victim/witness issues.
18. Prepare correspondence, case records, reports, and other documents.
19. Monitor criminal deferral programs and restitution collection.
20. Assist and fill in for office support staff as needed.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree from an accredited post-secondary program in paralegal studies, criminal justice, information technology, management, social work, or related field, or four (4) years' verifiable full-time equivalent experience in those areas, or a combination of that education and experience.
2. Knowledge Requirements
 - A. Knowledge of the criminal litigation process in the state court system, including documents used in instituting criminal complaints.
 - B. Knowledge of the statutory rights of crime victims.
 - C. Knowledge of crime victim issues and methods to deal with them.
 - D. Knowledge of litigation process and use of technology to support those efforts.

3. Skill Requirements

- A. Skill in reading and comprehending materials involving legal and technical matters.
- B. Skill in Microsoft Office Suite, personal computer use, typing, and internet research.
- C. Skill with various litigation support applications, including Concordance e-discovery, Notebook, Trial Director, MS Excel, and MS Word, and other litigation technology applications.

4. Ability Requirements

- A. Ability to communicate orally and in writing in a logical, persuasive, and accurate manner.
- B. Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.
- C. Ability to work independently, be resourceful, meet deadlines, and complete assignments from minimal information and under general instructions.
- D. Ability to accurately and thoroughly document and file information.
- E. Ability to work under pressure of time and conflicting demands.
- F. Ability to work effectively with supervisors, fellow employees, crime victims, and citizens.
- G. Ability to work with and adapt to changing technology and lean functionality of new equipment and systems.

5. Physical Ability Requirements

- A. Ability to sit for extended periods.
- B. Ability to hear and speak to exchange information.
- C. Manual dexterity to operate computer and other office equipment.
- D. Ability to occasionally crouch, stoop, and reach for supplies, files, etc.
- E. Ability to occasionally lift and carry office items weighing up to 25 pounds.
- F. Ability to transport oneself to, from, and around various locations.
- G. Ability to attend work on a regular basis.

HR:	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 4128
WC: 8820	Pay:	EEOF: Admin/Finance	CC:	Resolution: