

City of Bellingham  
**Classification Specification**

|                    |                            |
|--------------------|----------------------------|
| <b>CLASS TITLE</b> | Legal Assistant - Criminal |
| <b>DEPARTMENT</b>  | Legal                      |
| <b>UNION:</b>      | E-PLAN                     |
| <b>SG:</b>         | E-6                        |
| <b>CS:</b>         | N                          |
| <b>FLSA:</b>       | Y                          |
| <b>EE04CODE:</b>   | AS                         |

**NATURE OF WORK:**

Responsible for performing office management duties and providing direct administrative support and assistance to Assistant City Attorneys in the criminal division, and the Victim Advocate. Performs specialized, technical, and clerical tasks in support of the criminal division of the City's Legal Department. Work requires a comprehensive knowledge of the Legal Department procedures, as well as the policies and procedures of the Municipal Court and the Police Department. Provides information to the public, criminal defense attorneys, victims, related to functional areas of criminal prosecution. Maintains records, computer databases, applies and explains rules and regulations specific to this area of work, including maintaining confidentiality and meeting public records requirements.

**DISTINGUISHING CHARACTERISTICS:**

This classification series is distinguished from other series by its emphasis on work requiring knowledge and expertise in the areas of criminal law, criminal procedure, and criminal records management.

**SUPERVISORY RELATIONSHIPS:**

Reports to the City Attorney and/or the Lead Assistant City Attorney in the criminal division. Also receives direction from the other attorneys as related to their area of assignment.

**ESSENTIAL FUNCTIONS:**

1. Provides assistance to the public on technical information that requires thorough knowledge of laws, regulations, policies and procedures related to criminal prosecution functions.
2. Coordinates the processing of forms, notices, orders, or documents for specialized division programs, such as criminal prosecution and diversion, record retention procedures, criminal discovery procedures.
3. Develops and maintains an accurate and timely record-keeping system or database for the criminal division.
4. Maintains a court tracking and case follow-up system.
5. Prepares files for court calendars, routes documents and maintains filing systems to include: creating, organizing, updating, indexing, maintaining and purging files; and preparing records for archival transfer.

6. Data entry of orders, and online search of computer databases for information and records pertinent to specialized division programs. Maintains confidentiality of information or records by following defined procedures for proper handling and disposition of each type of information.
7. Initiates and distributes routine correspondence, reports and other records as required. Develops own contents as authorized.
8. May assist in location and coordination of witnesses and officers. Responsible for preparing and sending out subpoenas to witnesses and officers, as well as tracking of subpoenas to insure service.
9. Serves as liaison with clients or staff in other departments, agencies, or jurisdiction.
10. Develops clerical procedures, routines, forms and record-keeping systems. Instructs others in such procedures and coordinates workflow to avoid duplication of work.
11. Receives and directs visitors and phone calls; provides program information, responds to inquiries and refers to appropriate staff.
12. Works with other related offices, agencies, and personnel to facilitate the smooth flow of information.

#### **ADDITIONAL WORK PERFORMED:**

Performs related duties within the scope of the classification.

#### **KNOWLEDGE AND SKILLS:**

- Thorough knowledge of Legal Department program procedures, policies, terminology and related regulations.
- Comprehensive knowledge of office practices, procedures and equipment.
- Knowledge of business English composition, spelling, punctuation and grammar.
- Basic math skills, including the ability to add, subtract, multiply and divide with accuracy.
- Ability to interpret and apply program/department information in making work decisions or in providing information to others.
- Ability to interact with the public and co-workers using courtesy, tact and good judgment;
- Ability to work independently and make appropriate decisions regarding work methods and priorities.
- Ability to establish and maintain varied and detailed computerized filing and recordkeeping systems.
- Ability to operate standard office equipment such as typewriter, calculator, computer terminal, telephone and photocopier.
- Skill in using software programs used by the position such as word processing and spreadsheets, database management.
- Excellent communications skills to deal with City staff, the general public and other agencies using courtesy, tact and good judgment in order to provide clear explanations of departmental policies, procedures and practices.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions and high volume workload.
- Willingness to maintain confidentiality of sensitive information.
- Ability to multi-task with attention to detail.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works around standard office equipment. May work in an office with frequent public contact. Work can have deadlines, and be stressful at times and requires ability to handle stress while continuing to function at a high level.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma required. Associate degree or vocational training in the legal field highly desired
- Three years of progressively responsible legal experience is preferred. Experience in criminal justice system highly desired.
- In place of the above requirements, a combination of relevant education and experience which would demonstrate the individual's knowledge, skills and ability to perform the essential duties and responsibilities listed above.

**PREPARED BY:** Joan Hoisington  
01/2011

**REVIEWED BY:** Joan Hoisington