

DEPARTMENT: DISTRICT ATTORNEY
CLASSIFICATION: COMPETITIVE
APPROVED: 3/11/99

DISTRICT ATTORNEY COURT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for documentation of information regarding criminal files and the disposition of recorded actions. This position is responsible to the administrative staff and is given great leeway for independent judgment in carrying out the details of the work. Reviews paperwork for court files to determine proper distribution of cases. General direction is exercised over the position by the administrative and higher levels clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Attends Court proceedings to document information in criminal files as to new filed, adjourned dates, dispositions, and sentencing;
2. Reviews paperwork, determines the necessary documentation to be on file, and opens new criminal files;
3. Maintains statistics on cases which are disposed of by way of plea, indictment, adjourned in contemplation of dismissal, conditional discharge, dismissal, etc.
4. Records necessary information after court proceedings for each criminal file-prepare necessary letters and notifications;
5. Prepare filed for next Court Calendar by sorting according to the nature of the charges; Domestic Violence, DWI, felony, welfare fraud, etc;
6. Meets with victims, witnesses, attorneys, police officers, etc. when they appear in court and advise on status of their case, answer question regarding the case when appropriate;
7. Assist District Attorneys in keeping victims/witnesses apprised of the status on the case;
8. Prepare a variety of court documents such as: subpoenas, court slips for police officers, orders to return prisoner, property bond, bad check letters, etc.;
9. Performs miscellaneous office work and answers phone inquires.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of basic legal terminology; good knowledge of the names and functions of court documents including but not limited to petitions, judgments, motions, orders, and subpoena; good knowledge of calendaring procedures; working knowledge of court rules pertaining to court documents such as jurisdictions, dates, venue, and proof of service; ability to read court documents and ascertain any defects in form, content or accuracy; ability to file court documents and forms according to a numerical, chronological and/or alphabetical classification system; ability to interview and orally exchange information with the public; ability to exercise tact and patience when speaking with upset and angry individuals; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

- AND:**
1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in Criminal Justice or Paralegal Studies;
- OR:**
2. Two (2) years of clerical experience working in the legal field.