

Adopted: August 2003 , Revised: _____

Class Title: Criminal Docket Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs, depending on assignment, under the supervision of the City Attorney, Deputies, and Assistants, basic legal secretarial and paralegal functions as they apply to criminal cases handled by the Department of Law. Requires skill in and knowledge of legal secretarial and paralegal work, and some ability to make independent decisions, in accordance with department policies, when dealing with the public on behalf of the City. Requires some knowledge of legal office practices, City departmental functions and organization, City ordinances and regulations, and legal terminology and procedures generally, especially in the area of criminal law. Works with the criminal divisions of the offices of the Clerks of the various courts as necessary.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Depending upon assignment, under supervision as described above, prepares letters, memorandum and legal instruments as needed in connection with criminal cases in all courts, including especially the preparing and filing of subpoenas for trials..
2	S	Depending upon assignment, under supervision as described above, performs investigations prior to trial as needed, including: researching court files, interviewing police officers and other witnesses. Manages and appears at the regular City criminal docket calls, and appears and assists during criminal trials as needed.
3	S	Depending upon assignment, under supervision as described above, prepares for criminal trials, including, running criminal history and Division of Motor Vehicle records checks, researching court files, processing paperwork, preparing forms, and requesting certified documents.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	High School graduate or equivalent; specific vocational, administrative, or technical knowledge obtainable through six months to one year of advanced study or training past the high school level (through either city in-house training or an outside educational institution).
Experience	Five years of increasingly responsible and effective legal secretarial and/or paralegal work in the areas encompassed within the duties and functions described above.
Certifications and Other Requirements	Paralegal Certification or equivalent in training and experience. Must be eligible to receive VCIN certification and similar certifications necessary to access secure records databases to check criminal and Division of Motor Vehicle records.
Reading	Work requires ability to read legal documents, instructions, reports and code books.
Math	Requires the ability to perform general and business math calculations in a municipal legal/business context.
Writing	Requires the ability to compose, with little supervision, at final or near final quality, drafts of general legal/business office documents in relation to criminal cases, including: letters, reports, memoranda, opinions, briefs motions and pleadings.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others. May occasionally informally train or guide junior staff in some subject matter areas on departmental automated systems.
Complexity	Work requires within the limits of departmental policies some analysis and judgment, and the exercise of some independent thinking on occasion.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or department within the City that may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. May also be required to work with various state and federal agencies.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, customer service
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, manuals, binders, office equipment
Carrying	O	Office supplies, files, manuals, binders
Pushing/Pulling	F	
Reaching	O	Filing in cabinet drawer
Handling	O	Office supplies, files, manuals, binders, voter certificates, voter registration records
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	C	Filing in cabinet drawer, retrieval of office supplies
Crouching	C	Filing in cabinet drawer, retrieval of office supplies
Crawling	N	
Bending	O	Filing in cabinet drawer, retrieval of office supplies
Twisting	C	Filing in cabinet drawer, retrieval of office supplies
Climbing	F	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisor, citizens, meetings
Talking	C	Telephone, co-workers, supervisor, citizens
Foot Controls	F	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, typewriter,

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)

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