

## Colorado Public Defender – Class Specification

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Class Title: Legal Assistant  
Class Series: Legal Assistants  
Class Code: R49L61  
Reports to: Supervising Legal Assistant or Office Head  
Direct Reports: None  
Range Min/Max: \$3,517 - \$5,100

### **GENERAL SUMMARY:**

This classification is for entry-level and developing positions in the legal assistant series. Positions at this level perform paralegal work under supervision of more experienced legal assistants and attorneys. Legal Assistants are expected to develop fundamental skills to perform basic paralegal functions. Legal Assistants must demonstrate an ability to successfully work with attorneys, clients, colleagues and court staff. Legal Assistants must demonstrate compassion and desire to advocate on behalf of the poor and demonstrate commitment to the mission of the Office of the State Public Defender. Since Legal Assistants at this level will require varying levels of supervision, they must demonstrate an ability to positively receive feedback and to integrate that feedback into their performance. In addition to successfully completing all required trainings, Legal Assistants must actively advance their level of performance by seeking additional learning opportunities.

Positions in this class may be assigned to provide paralegal support and assistance in one or more of the following areas: juvenile, misdemeanor or felony trial cases or appellate cases. Depending on the assignment, specific tasks and duties may vary.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

(These duties are a representative sample; position assignments may vary.)

- Under direct supervision, prepares routine correspondence and standard to moderately and progressively more complex motions. Learns processes within established criminal procedures, rules and laws to track and monitor progress and status of cases and ensure records are processed within appropriate timelines. Keeps attorneys apprised of case status and timelines.
- Maintains and organizes legal records and documents such as, discovery, pleadings, transcripts, court orders, and relevant client information specific to the case. Converts a wide range of documents, records and information from various formats into searchable electronic (PDF) files; creates digital bookmarks or indexes for easy reference and access by the attorneys or defense team.
- Updates electronic files and trial notebooks as new discovery, documents, or records are received; updates bookmarks and indexes; informs attorneys and defense team members of all new discovery; and, distributes information to appropriate parties as directed.
- Learns to access information through a variety of resources such as, the court database or local jurisdiction websites. Develops and maintains positive working relationships with court staff, attorneys, law enforcement, or other persons as necessary to request and exchange legal records and information. Prepares standard correspondence and release forms as required to access client information.

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- Assists in contacting and interviewing clients, client family members, and other parties as appropriate to obtain information necessary for completing client records or drafting motions.
- Transcribes interviews conducted by the defense team or law enforcement.
- Assists in preparing exhibits, attachments, and supporting documentation for pleadings and court hearings.
- May be called to testify in court.
- Assists other regional offices in providing paralegal assistance and support.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

### QUALIFICATIONS

#### **Education and Experience** (positions in this class typically require):

Bachelor's degree from an accredited college or university or current progress toward completing a bachelor's degree at the time of hire.

Depending on assignment, equivalent education, training, or experience that demonstrates the knowledge, skills, and competencies required to perform at this level may substitute for education on a year for year basis.

#### **Knowledge** (position requirements at entry):

- English language, grammar and punctuation;
- Basic math (addition, subtraction, multiplication and division).

#### **Skills** (position requirements at entry):

- Maintaining client confidentiality and professional ethics standards;
- Conducting factual research;
- Applying applicable rules, guidelines, policies and procedures;
- Time management to organize one's own work and prioritize tasks to meet deadlines;
- Completing multiple tasks and assignments with frequent interruptions;
- Establishing effective working relationships with co-workers, court and law enforcement personnel, witnesses, and clients and client families;
- Effective communication, verbal and written, sufficient to exchange or convey information, including receiving work direction;
- Proficient in standard software applications such as Word, Excel, Power Point, Adobe, internet, and e-mail;
- Ability to handle emergency or crisis situations;
- Ability to process and retain large amounts of information;
- Operation of common office tools and equipment such as calculators, desktop computers, printers, photocopiers, and fax machines.

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### **Physical Requirements:**

Employees must be able to meet the physical demands of the job, with or without accommodations, which include: talking, hearing, seeing, and using electronic devices such as computers. Positions may be required to travel.

- Ability to sit for extended periods of time.
- Ability to transport themselves and their work files to court and other locations where their physical presence is required;
- Ability to review discovery, legal documents and records;
- Ability to lift, move or transport case files which can weigh up to 20 pounds.

### **Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the office.