

## Colorado Public Defender – Class Specification

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Class Title: Legal Assistant  
Class Series: Legal Assistants  
Class Code: R49L71  
Reports to: Legal or Administrative Supervisor, Manager or Office Head (or designee)  
FLSA: Non-exempt  
Date: July 1, 2020  
Range Min/Max: \$3,721 – \$5,209 Monthly

### **GENERAL SUMMARY:**

This classification describes the first level within the series wherein employees learn and apply policies, procedures, rules and regulations specific to the organization and relevant techniques, methods and/or theories of the profession. Positions work under direct supervision, to include regular guidance, review and oversight by supervisors and more experienced staff, while learning fundamental skills and technical aspects of the work. It is expected that employees will develop the necessary competencies to assume the duties and responsibilities at the Senior Legal Assistant level. Positions should not remain in this class indefinitely.

Positions in this class are 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 may vary.

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

- Under direct supervision, prepares routine correspondence and standard to moderately complex motions. Learns and applies 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.
- Assists in contacting and interviewing clients, client family members, and other parties as directed to identify and obtain information necessary for completing client records or drafting motions. Prepares standard correspondence and release forms as required to access information.

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- Transcribes witness interviews, which may include being called to testify in court or signing a sworn affidavit to verify information presented in transcripts or motions.
- Assists in preparing exhibits, attachments, and supporting documentation for pleadings and court hearings.
- Assists other regional offices in providing paralegal assistance and support.
- Occasional travel to other work locations may be required.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

Paralegal certificate from an ABA approved certification program. Equivalent education, training or experience that demonstrates the knowledge, skills and competencies required to perform the duties at this level may substitute for the required education.

#### **Preferred Qualifications:**

- A bachelor's degree in paralegal studies or related field;
- Experience conducting legal research;
- Experience in criminal defense legal support.

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

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

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

- Strong client service focus;
- Ability to maintain client confidentiality and professional ethics standards;
- Conducting factual research;
- Strong attention to detail;
- 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;
- Strong interpersonal skills to establish 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, Microsoft Office Word, Excel, Power Point, internet browsers and e-mail;
- Ability to learn and utilize Adobe Acrobat and audio/visual software and equipment;
- Ability to handle emergency or crisis situations;
- Ability to process and retain large amounts of information;

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- Operation of common office tools and equipment such as calculators, desktop computers, printers, photocopiers, and fax machines.

**Physical Requirements** (*Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.*)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Ability to sit for extended periods of time;
- Talking and hearing;
- Ability to review discovery, legal documents and records.