

Colorado Public Defender – Class Specification

Class Title: Lead Legal Assistant
Class Series: Legal Assistants
Class Code: R49L73
Reports to: Legal or Administrative Supervisor, Manager or Office Head (or designee)
FLSA: Non-exempt
Date: July 1, 2020
Range Min/Max: \$4,858 – \$7,287 Monthly

GENERAL SUMMARY:

This classification describes positions where incumbents have acquired and demonstrated an advanced level of skill and experience from having been assigned to a broad variety of cases or work assignments over an extended period of time, which allows them to be utilized in a leadership capacity for all assignments within their functional area. Positions can perform work consisting of the highest degree of difficulty and complexity, including work which requires formulation of solutions to original problems. Based on experience, positions possess and utilize an advanced set of skills encompassing some or all of the following: creation of original theories or approaches to work; coaching and support of more junior level staff, which may include conducting performance evaluations; and, providing technical and subject matter expertise to management. Positions receive supervision and guidance on special assignments and operate independently on a day to day basis.

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; appellate cases; or, homicide or capital cases. Depending on the assignment, specific tasks may vary.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs assignments in a lead capacity over other legal assistant staff including, but not limited to, assigning and reviewing work; training staff on work methods; and, may conduct employee performance evaluations.
- In addition to performing legal assistance work, Lead Legal Assistants may assist the Supervising or Managing Legal Assistant or Office Head in administrative duties such as, leading meetings and trainings for legal assistants; serving as a resource or technical expert to other staff; recognizing and assisting in answering ethical questions and assisting with conflict determinations; filling system wide, State Office needs; and, assisting in related regional office matters.
- Under the direction of an attorney performs a wide range of moderate to complex paralegal tasks, which requires advanced knowledge of applicable criminal procedures, rule and law; court processes; and experience in conducting legal research using Westlaw and other legal and court resources. Examples of duties include, but are not limited to, conducting research to collect information relevant to the case; collecting client information through records requests and interviews with clients, client family members, and other parties as appropriate; reviewing large volumes of discovery, converting records to searchable electronic PDF files, and organizing and indexing trial notebooks; managing case files and ensuring completeness of records; and, identifying notable or potential issues for the defense.

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- Provides legal assistance and support to attorneys by assuming administrative tasks of the case such as, monitoring the case status; identifying critical timelines and initiating timely filings with the court; drafting a range of moderate to complex motions; transcribing witness interviews; and, drafting correspondence.
- Processes and submits applicable forms and paperwork in accordance with mandated cost procedures and State Office policies and procedures.
- May be called to testify in court or sign a sworn affidavit regarding the accuracy of information presented in transcriptions, motions or witness interviews.
- Depending on assignment, may provide trial assistance such as, coordinating with clients, client family members, experts or witnesses for court appearances; assisting with travel arrangements; preparing exhibits, attachments, and presentations for attorneys; and, preparing supporting documentation for motions, pleadings, court hearings, and conflict determinations. May explore treatment options and sentencing alternatives and prepare sentencing or mitigation packets and referrals.
- Assists with the development, training, guidance and oversight of others; and, serves as a mentor.
- 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:

Same education and certification qualifications as required for the Legal Assistant class and progressively responsible paralegal experience with the State Public Defender's Office. Equivalent education, training or experience that demonstrates the knowledge, skills, and competencies required to perform the duties at this level may substitute for education.

Knowledge (position requirements at entry):

- Knowledge of Westlaw and other legal and court resources;
- Applicable criminal procedures, rules and laws;
- Court procedures and terminology;
- Principles and rules of professional code of conduct;
- English language, grammar and punctuation;
- Basic math (addition, subtraction, multiplication and division).

Skills (position requirements at entry):

- Leadership skills to effectively mentor, train, develop and guide others;
- Strong client service focus;
- Ability to maintain client confidentiality and professional ethics standards;
- Conducting legal and factual research;

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- 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, clients and client families;
- Effective communication, verbal and written, sufficient to exchange or convey information, including giving/receiving work direction;
- Proficient in standard software applications such as Microsoft Office Word, Excel, Power Point, internet browsers, e-mail and Adobe Acrobat;
- 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.

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.