

## Colorado Public Defender – Class Specification

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Class Title: Managing Legal Assistant  
Class Series: Legal Assistants  
Class Code: R49L75  
Reports to: Office Head  
Direct Reports: Legal Assistant staff  
FLSA: Exempt  
Date: July 1, 2020  
Range Min/Max: \$5,562 – \$8,343 Monthly

### **GENERAL SUMMARY:**

This classification describes the manager responsible for ensuring the legal assistance operations and services provided are completed in an effective and efficient manner, to secure the best possible representation for OSPD clients. Positions oversee the legal assistance or paralegal function within the office, which may include supervising multiple employees through first-line supervisors and/or direct supervision of legal assistance staff. Positions that oversee the work as a second-level supervisor, serve as the second-level approval in performance reviews and may initiate and carry-out personnel actions. Positions require interpersonal and communications skills (e.g. providing direction and feedback, constructively dealing with conflict) and apply an advanced level of problem-solving ability. Working in collaboration with other members of the management team, positions are responsible for overall planning and direction of the work and staff; overseeing administrative and operational processes; training and supervising staff; resolving personnel matters; managing caseloads/workloads; resolving high-level client and other operational matters; and, communicating and implementing directives established at the higher management level. Positions perform legal assistance/paralegal work, typically in an advanced capacity; however, may be assigned a reduced caseload as deemed necessary by the Office Head or State Public Defender. This classification is not progressive; positions are allocated based on the business needs as determined by the State Public Defender.

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

- Provides direct supervision over legal assistants as a first and/or second-line supervisor to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations. Conducts second-level review and approvals of performance evaluations conducted by Supervising Legal Assistants.
- In conjunction with the Office Head and other members of the management team, coordinates case assignments and daily activities; modifies and authorizes work procedures; implements policy and process changes developed at a higher management level; ensures work is completed to effectively manage time, travel and resources; and, resolves personnel and other matters.
- Assists the Office Head in administrative duties such as leading meetings; serving as a resource or technical expert to other staff including recognizing and answering ethical questions and identifying conflict determinations; filling system wide, State Office needs; and, assisting in related regional office matters. Processes and submits applicable forms and paperwork in accordance with mandated cost procedures and State Office policies and procedures.

## Colorado Public Defender – Class Specification

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- Develop and delivers training related to paralegal techniques and methods within the assigned regional office and agency-wide as needed. Serves as a mentor being readily and regularly accessible to others. Monitors training and conference attendance, coordinating with both the State Office training director and staff to ensure legal assistant staff complete required training.
- Positions conduct paralegal work and provide legal assistance to the attorneys on a wide range of moderate to complex cases; however, may carry a reduced caseload to accommodate supervisory and administrative tasks. The range of work performed requires advanced knowledge and experience applying relevant criminal procedures, rules and laws in conducting legal research; collecting, reviewing and organizing large volumes of discovery; creating and managing digital files and trial notebooks; drafting motions; and, identifying and accessing critical client information and records through research or interviews with clients, client family members and other parties.
- Conducts research for special projects and gathers a range of information upon request of attorneys, Office Head or the State Public Defender, such as media coverage and articles, court decisions, case histories, or legislative bills. Documents findings in various formats, which may involve transcribing, converting information to electronic formats, or compiling spreadsheets.
- 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.
- May be called to testify in court or sign a sworn affidavit regarding the accuracy of information presented in transcriptions, motions or witness interviews.
- 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, plus progressively responsible paralegal experience in a public or private law office, which includes experience in criminal law and demonstrated experience, skills and training in leading others. 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):

- Principles and processes in providing quality client and personal services;
- Knowledge of Westlaw and other legal and court resources;
- Applicable criminal procedures, rules and laws;

## Colorado Public Defender – Class Specification

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- Principles of client-attorney privilege;
- 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; delegate responsibilities; and set an example for other legal assistants;
- Ability to evaluate performance, provide feedback on performance, and write objective and comprehensive employee evaluations;
- Strong client service focus;
- Maintaining client confidentiality and professional ethics standards;
- Conducting legal and factual research;
- Strong attention to detail;
- Applying and interpreting applicable rules, guidelines, policies and procedures;
- Time management to organize one's own work and the work of others;
- Ability to 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 giving/receiving work direction;
- Proficient in standard software applications such as, Microsoft Office Word, Excel, Power Point, internet browsers, e-mail and Adobe;
- 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.