**Legal Assistant II**

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 02/20**

**Job Summary:** Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Also assist with collecting restitution and scheduling community service.

**Essential Functions:**

1. Provides case preparation and management services to state’s attorneys and the court system;
2. Tracks preparation and progress of cases and assures time requirements are met;
3. Prepares case files and performs data entry for state’s attorney’s records;
4. Prepares criminal charging documents, motions and other pleadings, and forwards discovery to opposing council; prepares subpoenas and enters same in MDEC (Maryland Electronic Courts) databases;
5. Processes criminal records through the NCIS (National Criminal Information System);
6. Secures police reports, drug analysis, and other investigative documents;
7. Prepares 39A subpoenas;
8. Composes and prepares correspondence for assigned attorneys;
9. Schedules attorney’s appointments and maintains appointment calendar;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff, attorneys, victims, witnesses, and the public in a courteous manner;
3. Ability to learn and utilize the MDEC (Maryland Electronic Courts) and the NCIS (National Criminal Information System);
4. Ability to make decisions in accordance with established laws, and federal guidelines, and to apply departmental policies to daily work problems;
5. Ability to understand and follow complex oral and written instructions;
6. Ability to work independently on tasks and maintain records;
7. Ability to plan, organize, and execute continuing assignments accurately, with minimum instruction or review;
8. Effective business English, grammar, legal terminology, and math skills.

**Education and Experience:**

1. Associates degree preferred;
2. Two years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date