

Franklin County Position Description

Position Title: Trial Assistant II

Department: District Attorney

FLSA Status: Nonexempt

Reports to: Office Administrator

Effective Date: 07/02/2024

Job Summary:

The purpose of the Trial Assistant II position is to provide administrative support for the District Attorney and/or Assistant District Attorneys. This position receives and records all misdemeanor crimes against a person in the appropriate manner, processes and tracks assigned caseload, maintains accurate data entry and file records until the case concludes, and communicates with and assists all witnesses and victims associated with the cases. This position also performs the Office Administrator's duties in the absence of the Department Head.

Essential Job Functions:

- Assists District Attorney and/or Assistant District Attorneys by serving as trial assistant.
- Assists the Prosecution by entering into the Justware database all referred criminal cases for assigned police departments and/or caseload, drafting and filing charging documents with the court, making copies of the report and complaint for discovery.
- Assists the Department by organizing and maintaining assigned case files neatly and accurately in the database.
- Assures accurate records by making sure that files completely reflect dispositions, continuance dates and/or reasons for continuances and entering into Justware database.
- Assists victims and witnesses by maintaining contact, by preparing correspondence to them and providing them with information and assistance throughout the duration of any given case. This includes; notification of hearings, discussing restitution, explaining plea negotiations, Assistant District Attorney recommendations, and informing them of sentencing dates and accompanying victims to court.
- Assists District Attorney and/or Assistant District Attorneys by helping them prepare for court, including setting up audio/video equipment in the courtroom for trials and motions as needed.
- Assists District Attorney and/or Assistant District Attorney by being in court to provide clerical and administrative support services as well as victim services.
- Assures all information drop downs and motions are prepared by typing same and getting them docketed by the court.

- Monitors any person placed on a deferred disposition and ensures compliance with any conditions. Prepares and files any documents associated with the deferred disposition.
- Process restitution payments and coordinate with the District III Restitution Specialist for disbursement to the victim(s). Assist with the filing of any motions to enforce restitution which should be prepared by the District III Restitution Specialist. The trial assistant will prepare the necessary documents to enforce restitution only if the District III Restitution Specialist is unable to perform this function.
- Assists District Attorney and/or Assistant District Attorneys by preparing and filing various legal documents including protection and/or continuance motions.
- Ensures departments ability to produce witnesses for trial by preparing numerous subpoenas and tracking service on assigned cases
- Assures court appearances by notifying all police personnel, professional and civilian witnesses of all required court appearances.
- Assists witnesses by recording attendance and checking mileage.
- Assists District Attorney and/or Assistant District Attorney by maintaining the in-custody lists from the jail, including pulling the pending files for court and keeping records of approval/rejection status on prisoner cases and providing status information to the court and the Franklin County Jail transport personnel.
- Assures accurate information for assigned cases by reviewing all incoming motions and correspondence and handling appropriately.
- Works with the Court to ensure we have the most up to date court docket list and are prepared to proceed on cases in court.
- Assists District Attorney and/or Assistant District Attorney by organizing and preparing all court docket lists and gathering all case files and ensuring that the files are complete and in order for the court appearance.
- Prepares discovery in all criminal cases in accordance with the office discovery policy.
- Interacts with various individuals by handling all matters related to providing discovery to defense attorneys and pro se defendants as well as follow-up with police agencies to obtain and provide additional discovery.
- Assists defense attorneys by answering their questions and acts as their liaison with District Attorney and/or Assistant District Attorneys.
- Maintains accurate records by retrieving, processing and filing mail, criminal history reports, Department of Motor Vehicle paperwork, Public Health Laboratory, alcohol and drug analysis results on a daily basis.
- Assists the team and office by acting as backup for co-workers
- Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.

- Handles work in a confidential and sensitive manner when dealing with defendants, victims, and cases.
- Handles all incoming mail in a timely and sensitive manner.
- Checks custody lists to ensure proper paperwork from the police department; ensures proper ADA handling.
- Fulfills job function by participating as an active member of training; participating on county task forces and performing other responsibilities as assigned. Keeps abreast of the latest technology, procedures, methods, systems, and materials employed in the industry.
- Performs similar or related work as required, directed or as situation dictates.
- Assumes the duties and/or tasks of the Office Administrator/Trial Assistant as requested by the Office Administrator, District Attorney, and/or Assistant District Attorneys should the Office Administrator be out of the office for an extended period.

Required Knowledge/Skills/Abilities:

- *Knowledge of how the court system operates.*
- *Familiarity with legal terms.*
- *Ability to do multiple tasks at the same time. Strong ability to prioritize.*
- *Ability to handle details with precision and accuracy.*
- *Ability to work with people from a variety of backgrounds and cultures.*
Compassionate and sensitive with people of all degrees of life.
- *Ability to work with and handle confidential information.*
- *Ability to follow department procedures.*
- *Organizational and case management skills.*
- *Proficiency of computer operations to include report generation, internet and email; word processing, database, and spreadsheet applications.*
- *Skill with Justware, Messenger, and TIP program.*

Education and Experience:

- *High School diploma: Associate's Degree in legal administration or business preferred and one to two years of related work experience, preferably working in a law environment; or any equivalent combination of education, training, and experience.*
- *Notary Public helpful.*
- *Must be able to obtain: Limited Access Certificate - Messenger*

Supervision:

- Supervision Scope: Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in administering the functions of the office in accordance with established departmental policies and standards.
- Supervision Received: Works under general supervision.
- Supervision Given: May be required to oversee the work of interns, temporary help, or other Trial Assistants in training.

Physical Requirements:	<i>Percentage of Work Time Spent on Activity</i>			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				x
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>		x		
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	x			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	x			

Working Conditions: Normal working conditions absent extreme factors.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:



Terry Brann

Commissioner Brann



Linda Harvell

Commissioner Harvell



Brian Carlton

Commissioner Carlton