



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: District Attorney (080-007)

DATE: 04/15/10

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0061

REQUESTED POSITION TITLE: Legal Assistant

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other SUPPLEMENT SALARY

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ -0- \$ \$5,000.00 \$ \$5,000.00

Current Budgeted Salary
Proposed Budgeted Salary
Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113
Part Time Employee Object 114

Full Time Temporary Object 121
Part Time Temporary Object 122

Enter hourly rate for temp. positions
\$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

TO BRING PARITY WITH CURRENT STARTING SALARIES OF ALL SECRETARIAL/ LEGAL ASSISTANT POSITIONS IN DEPARTMENT.


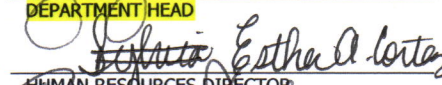
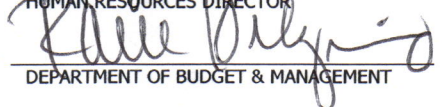
NEW POSITION: Brief job description and attach a copy of the new job description.

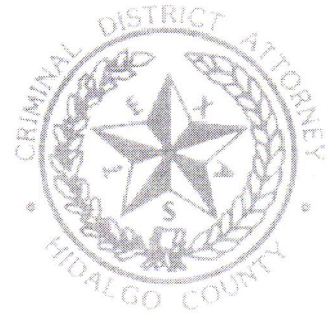
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 FOR RENE GUERRA DEPARTMENT HEAD	4/16/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 ESTHELA ESTRELLA CORTAZ HUMAN RESOURCES DIRECTOR	04-16-10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 RENE GUERRA DEPARTMENT OF BUDGET & MANAGEMENT	4/16/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



Job Description

Job Title: **Legal Assistant**

Summary: Prepare all necessary paperwork on criminal and civil files. Keep track of dockets, input information into computer, answer phones, and talk to victims and witnesses.

Essential Duties and Responsibilities:

Other duties may be assigned.

Merge and edit legal documents in the computer.

Maintain a schedule of the case setting.

Contacts law enforcement agencies, victims and witnesses.

Input information on cases into computer databases.

Check for prior criminal records on defendants.

Files forms in files.

Input information relating to the criminal/civil files into the computer system.

Answer inquires on cases.

File files in numerical or alphabetical order.

Pull court dockets on daily bases

Run copy of documents as needed.

Fax documents as needed.

Drafts complex legal documents e.g., memoranda, pleadings, briefs, questionnaires, checklists, etc.

Assists in performing librarian functions (index documents and prepare digests, etc.).

Performs complex legal research and writing duties

Perform investigative functions, such as verifying facts, uncovering facts, searching and checking public records, contacting victims for information and notifying victims or law enforcement agencies of approaching deadlines.

Acts as interpreter of language and of community lifestyle

Reviews case files to determine necessary actions and prepares required notices.

Answer inquiries relating to criminal files.

Perform tasks as assigned by the Supervisor Assistant District Attorney.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer knowledge:

- Must have some personal computer knowledge
- Ability to learn new computer software
- Must be familiar with MS Windows products
- Ability to type 45 words per minute or more

Education and/or Experience:

- High school diploma or general education degree (GED)
- Six years of progressively responsible Legal Secretary Experience or equivalent combination of education and experience, which provides the required knowledge, skills and abilities.
- Prior working experience in the client community or in other Legal service programs.

Language Skills:

- Ability to read and write the English language
- Ability to read, analyze and interpret legal documents
- Ability to respond to common inquiries or complaints from victims, law enforcement agencies or members of the community
- The ability to effectively present information to victims of the crimes

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

- Ability to define problem(s)
- Collect data
- Establish facts
- Draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

- Possess thorough knowledge of all major substantive law areas affecting program clients
- Possess thorough knowledge and understanding of legal terminology and procedures required by assigned duties
- Ability to get along well with people, assume responsibility and follow orders
- Ability to function at a high level under stressful conditions
- Ability to maintain confidentiality. Through knowledge of the “unauthorized practice of law”
- Ability to perform high level analysis of cases and relevant legal materials
- Ability to communicate with persons in the client community. Bilingual ability is highly desirable
- Knowledge and understanding of the legal problems and needs of the poor

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for an extended period of time
- Use hands and finger
- Handle or feel objects, tools or controls
- Reach with hands and arms
- Talk or hear
- Stand and walk.

- Occasionally lift and/or move up to 10 lbs.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Must have a clear criminal record and must submit to a drug test.