

**CITY OF MARYLAND HEIGHTS
JOB DESCRIPTION**

JOB TITLE: <u>Assistant to Prosecuting Attorney</u>	NEW: <u>X</u>	REVISED: <u> </u>
REPORTS TO: <u>Prosecuting Attorney</u>	FLSA: <u>Non-exempt</u>	Date: <u>01/01/2017</u>
DEPARTMENT: <u>Prosecuting Attorney/Legal</u>	JOB GRADE: <u>G^</u>	

SUMMARY:

Under non-direct supervision, provides to the Office of the City Prosecutor assistance with clerical and administrative duties to include customer service to the public and other legal entities and ensures the proper case file information is disseminated between the Office of the Prosecutor, Police Department, Municipal Court and other jurisdictions per Missouri State Law.

ESSENTIAL FUNCTIONS: *(the list below is a general summarized list and is not inclusive of all job functions and will change with applicable laws as passed by the State of Missouri and/or City of Creve Coeur Municipal Government.)*

- Serves as the point of contact for the City of Maryland Heights Municipal Prosecutor by processing papers/cases filed with the office of Prosecutor, answers inquiries of the office by phone and in person, assists the general public with direction on matters of the prosecutor, handles communications between the prosecutor and defense attorneys, gathers information and communicates case information between the police department and Office of the Prosecutor.
- Provides clerical support to the office preparing correspondence and completing documents as needed; processes incoming mail and attorney requests for recommendations; updates prosecutor files accordingly; answers phone inquiries and emails directed toward the office.
- Assists the prosecutor with ensuring all complaints and informations are properly filed and documented per Missouri State Statute and all other rules governing prosecutorial procedures.
- Obtains criminal history and creates/completes prosecutor case file information accordingly. Ensures all documents applicable are properly filed between the Office of the Municipal Prosecutor, Municipal Court and Mental Health Court.
- Receives citations and reports from the police department. Prepares list of citations issued by the Police Department and verifies review of violations for issuance or refusal by the Municipal Prosecutor. Prints Backing sheets for violations and delivers to Municipal Court for case preparation and filing.
- Serves as the liaison between the Office of the Prosecutor, Police Department, Municipal Court and public for request of law enforcement data regarding discovery and audio/visual materials.
- Assists with preparing subpoenas and scheduling of witnesses and other aspects of trial preparation.
- Assists with Municipal Government operations as deemed necessary.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of the role of municipal prosecutor in municipal government settings.
2. Working Knowledge of law enforcement operations.
3. Ability to communicate effectively and clearly with knowledge of the information being discussed.
4. Ability to maintain discretion regarding legal proceedings and confidential information.
5. Familiarity with general office equipment and ability to time manage duties to ensure tasks are completed timely and accurately.
6. Must be able to perform job duties independently, under non-direct supervision.
7. Have strong customer service skills and excellent communication skills.
8. Must be able to work in a stressful environment while maintaining quality of services and professional relationships.

JOB TITLE: Administrative Assistant to the Municipal Prosecutor

PA/1

DEPARTMENT: Prosecuting Attorney's Office, City of Lake Saint Louis

JOB SUMMARY: This position is responsible for managing office operations and providing administrative support for the office of Prosecuting Attorney for the City of Lake Saint Louis.

MAJOR DUTIES:

- Review and prepare violations/complaints at the direction of the Prosecutor
- Establishes and maintains the Prosecutor's file
- Develops and implements procedures for the Prosecutor's office
- Assists with developing and monitoring the budget
- Answer telephone calls; provides information and assistance
- Process department mail
- Submit fingerprints to Missouri Highway Patrol *for AA - info only - Renewals ?*
- Update DWITS (DWI tracking system)
- Maintains and archives Prosecutor files in accordance with state retention guidelines
- Respond to inquiries from attorney, court personnel, Judge and Police Officers
- Issue subpoena's
- Update computer with data pertaining to the Prosecutor file
- Prepare files for the docket
- Attend court sessions to assist the attorney's and the Prosecutor
- Maintain the Prosecutor's web-site (update procedures and information)
- Performs other related duties as directed

KNOWLEDGE REQUIRED:

- Knowledge of modern office practices and procedure
- Knowledge of Court rules and procedures (pertaining to Prosecutor duties/files)
- Knowledge of state and local laws and statutes
- Knowledge of legal terminology
- Skills in entering data rapidly and accurately
- Knowledge of computer applications and standard office equipment
- Skills in oral and written communication
- Skill in organizing and prioritizing duties
- Skill in interpersonal relations

SUPERVISORY CONTROLS: The Prosecuting Attorney and City Clerk assign work in terms of general instructions. The supervisors spot-check completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES: Include the City Code of Ordinance, State Law and Statutes. Supreme Court Minimum Operating Standards and policy and procedures, established by the prosecutor. These guidelines are generally clear and specific but may require some interpretation on application.

COMPLEXITY: The work consists of related secretarial and clerical duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the operation of the office of the Prosecuting Attorney and provide administrative assistance to the Prosecutor. Successful performance helps insure the smooth, efficient and timely operations of this office.

PERSONAL CONTACTS: Contacts are typically with the municipal prosecutor, law enforcement personnel, other city employees, lawyers, court personnel and the general public.

PURPOSE OF CONTACTS: To give or exchange information, provide service and/or resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk with intermittent standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: There is no support staff to supervise.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of this position, usually associated with the completion of an apprenticeship/internship or having had similar position for one to two years.