

**POSITION TITLE:** Assistant to the Prosecutor

**DEPARTMENT:** Administration

**SUPERVISOR:** Prosecuting Attorney

**LOCATION:** City of Dellwood

**HOURS:** 20 Hours; Part-Time

**JOB SUMMARY:** Provides complete and accurate information to attorneys, patrons, and staff as an assistant to the prosecuting attorney. This position works under the guidance of the Prosecutor and the City Administrator.

**ESSENTIAL JOB FUNCTIONS:** Works under general instruction and guidance as needed from prosecutor. Carries out recurring work of the office independently; communicates with defendants and attorneys. Works cooperatively with the court clerks and police personnel. Duties including or comparable to most of the following:

- Assists prosecutor with the preparation of legal documents including, but not limited to, pleadings, appeals, affidavits, witness statements, subpoenas and notices.
- Assists prosecutor in the courtroom.
- Enters tickets and summonses in Show Me Courts, as directed by prosecutor.
- Fills out requests for recommendations for the prosecutor.
- Answer discovery requests.
- Monitor and respond to all PA incoming emails and phone calls.
- Receives and distributes incoming mail.
- Creates case files and warrant applications for PA review.
- Prepare and organizes all prosecution case files, including obtaining certified records when requested.
- Gather all pertinent information for all cases, including requesting and obtaining police reports from police personnel.
- Obtains driving, criminal background and arrest records through Rejis as directed by prosecutor.
- Draft and file motions to revoke probations as needed.
- Processes False Alarm notices/citations
- Processes and updates fingerprint cards through the Highway Patrol.
- Other duties as assigned by the prosecutor.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to work under stress on a variety of different tasks.
- Good knowledge of municipal court procedures, forms and legal terminology; good knowledge of office terminology, procedures and equipment preferred.
- Ability to understand and follow complex oral and written instructions.
- Ability to work pleasantly and cooperatively with the general public and co-workers.
- Be well-organized, detail oriented, with the ability to complete work accurately, on a timely basis and in an environment presenting frequent interruptions.

- Appearance and demeanor which projects a positive, professional image for the City of Dellwood.
- Excellent oral and written communications skills.
- Accurate typing of 60 w.p.m.
- Knowledge of REJIS and Show Me Courts

**EQUIPMENT USED TO PERFORM THE JOB:**

Phone, Copy Machine, Fax Machine, Computer, Printer, Microsoft Office

**EDUCATION, QUALIFICATIONS AND EXPERIENCE REQUIRED:**

High school graduate and five years clerical experience preferred or any equivalent combination experience/training which provides the required knowledge, skills and abilities. Experience in a municipal court setting preferred.

**APPLICANT CERTIFICATION:**

I have read and understand the essential functions of the job for which I am applying. I can meet these requirements with or without reasonable accommodations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_