

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Trial Support - LaPorte Office
DEPARTMENT: Prosecutor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Trial Support - LaPorte Office for the LaPorte County Prosecutor's Office, responsible for providing assistance and support to Deputy Prosecuting Attorneys with criminal offenses, and assisting with case tracking functions, filing motions, and disposition of cases.

DUTIES:

Assists designated agencies and Prosecuting Attorney in pre-filing and completing necessary documentation for out-of-state extraditions.

Maintains felony caseload tracking in felony and misdemeanor courts, including entering cases into mandatory Proslink system. Updates cases such as depositions and probation revocations for misdemeanor and felonies filed in LaPorte office.

Maintains calendars for Deputy Prosecuting Attorney in three different courts, including court appearances, trials, pre-trial conferences, and dispositions.

Logs daily criminal filings. Prepares confidentiality documents per state statute. Ensures criminal filings are signed and filed with appropriate court.

Assists Deputy Prosecuting Attorneys with pre-trial conferences and prepares related documents, filing with appropriate court.

Assists felony and misdemeanor Deputy Prosecuting Attorneys in filing search warrants, charging information, and probable cause affidavits.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and directing callers to appropriate individual or department. Assists the public with questions involving their case or directs them to proper agency.

Assists local law enforcement agencies in maintaining evidence lockers and vaults, including running case numbers to find disposition of cases and creating filing orders for disposal of related property.

Assists Deputy Prosecuting Attorneys with preparation for trial and scheduling witnesses. Transcribes statements and prepares documentation for trial.

Maintains filing system for felony cases, including scanning into archive system.

Assists other areas of the Prosecutor's Office as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of criminal/legal court procedures, documentation, and/or terminology.

Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and maintain complete and accurate case files.

Ability to properly operate standard office equipment, such as computer, printer, typewriter, copier, fax machine, calculator, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, court staff, Probation Department, Clerk, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town for training, but not overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of clerical and legal administrative duties according to general policies and procedures established by the Prosecuting Attorney, exercising considerable independent judgment in selecting the best practices and method to employ to achieve desired results. Errors in work are primarily detected or prevented through supervisory review and notification from other departments, agencies, or the public. Undetected errors could result in embarrassment, inconvenience, and/or criminal cases not being filed promptly.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, court staff, Probation Department, Clerk, and the public for purposes of explaining and interpreting policies and exchanging information.

Incumbent reports directly to the Prosecuting Attorney.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/standing/walking for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, keyboarding, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals. Incumbent occasionally works extended, weekend, and/or evening hours, and travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Trial Support - LaPorte Office for the LaPorte County Prosecutor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name