

## GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Legal Assistant  
**DEPARTMENT:** Office of the State's Attorney for Garrett County  
**REPORTS TO:** State's Attorney for Garrett County  
**FLSA STATUS:** Non – Exempt/Exempt

**SUMMARY:** The Legal Assistant will provide administrative services to the State's Attorney and act as the Victim/Witness Coordinator, responsible for addressing the needs and concerns of victims and witnesses in specified cases. The position requires considerable familiarity with the law enforcement, judicial and human services systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist State's Attorney with handling of routine responses and filings.
2. Answer citizen calls and direct callers to the proper agency/individual or resolve the caller's questions.
3. Initial review and coding of all District Court files and recording statistics.
4. Initiate and maintain contact with victims and witnesses in District Court cases involving domestic violence, serious injury or death, all Circuit Court cases, and Juvenile cases as required by the statute.
5. Prepare a Victim/Witness file for all victims involved in specified Circuit, Juvenile and/or Domestic Violence cases.
6. Execute the mandates of the Victims Rights Constitutional Amendment, including: providing the Crime Victim Notification Request form and Your Rights as a Victim pamphlet, filing compliance of Victim Notification, notifying victims of hearing/trial dates and outcomes as required by the statute.
7. Maintain a database of victims requesting notification of case/defendant status.
8. Assist victims with restitution, Criminal Injuries Compensation claims, transportation and lodging, and provide information on HIV testing as necessary.
9. Refer victims to appropriate agencies for counseling, treatment, and support and maintain positive relations with all referring agencies.
10. Prepare Circuit Court subpoenas, monitor service of subpoenas and notify witnesses to confirm or cancel appearances.
11. Schedule witnesses for trial preparation interviews.
12. Accompany victims to court hearings in District, Circuit and Juvenile Courts and insure they understand process and outcome.
13. Assist victims with impact information to attorneys or PSI preparers.
14. Maintain the State's Attorney's Coordinator's Witness Protection Fund Account including quarterly reporting to the Office of State's Attorneys' Coordinator.
15. Maintain a registry of sex offenders from the Garrett County courts.
16. Research for expungements and provide court with compliance certificates.
17. Provide reports to the Child Advocacy Center on the status and disposition of child welfare-related cases.
18. Track information on inmates through Victim Information & Notification Everyday (VINE) concerning inmate DOC number, location, and possible parole and release dates as well as maintaining contact with the Division of Corrections and Division of Parole and Probation.
19. Coordinate with other Victim Witness Coordinators to organize the Maryland Statewide Memorial Service and other events.
20. Other duties may be assigned.

### QUALIFICATIONS:

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.

- ❖ Experience and/or knowledge about the criminal justice system, from the investigative process through the charging, trial, sentencing and post-conviction phases
- ❖ Adherence to the confidentiality of information received in the office
- ❖ Ability to make independent decisions and exercise good judgment
- ❖ Knowledge of human services and resources available in the community and region
- ❖ Understand and be committed to the concept of victims' rights
- ❖ Be organized, manage time, and plan effectively
- ❖ Have knowledge of Microsoft Word and other computer skills

### EDUCATION and/or EXPERIENCE:

- ❖ A. A. Degree in Criminal Justice or a related field
- ❖ Two (2) years experience in the legal field (criminal preferred)

### LANGUAGE SKILLS:

Communication skills are essential as the Legal Assistant will be in contact with the public, as well as victims and witnesses on a daily basis and will often convey complicated legal information to persons with little or no experience in the legal system.

### MATHEMATICAL SKILLS:

Basic skills needed to maintain SAC Witness Protection Fund Account.

### REASONING ABILITY:

While maintaining patience and compassion, determine the best way to communicate with each victim. Prioritize each issue/problem as it arises and determine the best way to resolve it.

### CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

The person hired will attend training to receive certification as a Victim Service Professional.

### 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.

The only physical demands are those typical of an office setting.

### 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.

It is a pleasant office environment where employees work independently.