

## JOB ANNOUNCEMENT

Craighead County Public Defender's Office

Legal Support Specialist

The Legal Support Specialist is responsible for providing legal administrative support to agency legal personnel. This position is governed by county, state, and federal laws and agency policy.

### TYPICAL FUNCTIONS

Reviews incoming legal cases and documents for completeness, accuracy, and compliance and prepares a variety of legal pleadings for review by the attorney. Processes all documents for court and legal action. Issues and processes subpoenas for witnesses for court hearings or mediation and processes statements. Maintains a schedule to monitor service of process, return of service and other time sensitive documents. Schedules hearings, sets case for court, enters case into docket book for court and assembles all necessary case materials for attorney. Prepares Answers to Motions and orders correctly and timely and routes orders to judge or opposing counsel when approved by the attorney. Creates, opens, and maintains confidential case files, updates narrative as case progresses and enters case information into appropriate database. Prepares, faxes, copies, files, and mails case information and documents, as needed, in a timely manner, following established procedures and protocol. Assists customers on case status, either in person or on telephone, and provides general information or routine responses. Transcribes hearings. Copies, files, and processes documents following standardized procedures. Initiates telephone calls to the respondent, defendant, attorney's office, and others directly involved in the case. Conducts research and investigations as assigned and reports findings to attorney/judge in written or verbal narrative. Performs duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of applicable laws and regulations, the legal process and legal terminology. Knowledge of computers and software application programs, database management and basic accounting principles. Knowledge of office practices and legal research techniques. Ability to compose, proofread and edit correspondence, reports and other documents. Ability to coordinate, instruct and review the work of others as a lead worker. Ability to handle confidential information. Ability to establish and maintain cooperative working relationships with agency staff and other relevant legal and agency contacts. Ability to work independently in the absence of supervision.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma, plus two years of specialized training in the legal secretarial or clerical field; plus two years of legal secretarial experience or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Please send resumes by email/mail/fax to:

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