

Jefferson County Position Description		
Name:	Department: District Attorney Division:	
Position Title: Legal Assistant / Legal Support Specialist	Pay Grade: 4/5	FLSA: Non-exempt
Date: August 2025	Reports To: Office Manager	

Purpose of Position

This position supports the District Attorney’s Office by performing legal administrative work essential to case preparation and prosecution. Legal Assistants handle legal documents, maintain case records, and coordinate with attorneys, law enforcement, and the courts. Work is performed under closer review at the entry level. As experience and proficiency are demonstrated, Legal Support Specialists take on more complex tasks with greater independence, including managing discovery and supporting in-custody cases.

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Reviews and prioritizes all incoming case-related documents and communications to support timely progression of cases and response to statutory deadlines.
- Maintains and organizes case files, inputs data into the PROTECT database, and monitors court-related deadlines.
- Coordinates hearing and court schedules, ensures attorneys and materials are prepared, and notifies necessary parties.
- Obtains and organizes records, including police reports, media, criminal histories, and certified documents to support prosecution.
- Assists with preparing and distributing discovery materials, ensuring adherence to timelines and confidentiality rules; redactions and independent handling occur with experience and oversight.
- Supports maintenance of discovery logs and dissemination records as required for legal compliance and billing.
- Drafts legal documents and correspondence with accuracy and attention to detail, applying increasing discretion with experience.
- Communicates with law enforcement and other agencies to request case materials, clarify documentation, and support case preparation.
- Supports courtroom operations, including interpreter scheduling, document preparation, and staffing as needed.
- Coordinates with victim services and internal programs to support compliance with victim rights and related requirements.
- Monitors CCAP and other case tracking systems for updates, metrics, and required documentation such as corporate summonses.
- Assists with backup coverage planning, evaluating priorities, and coordinating coverage for other team members as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Legal Support Specialist Essential Duties. *These duties are in addition to the Legal Assistant duties.*

- Independently manages discovery, including redaction of protected or confidential information, communication with attorneys, and ensuring full compliance with dissemination protocols and statutory deadlines.
- Prepares in-custody and time-sensitive cases with minimal oversight, coordinating with law enforcement and prosecutors to ensure required documents and filings are completed before hearings.
- Identifies and resolves routine procedural or evidentiary issues in collaboration with the assigned prosecutor.
- Oversees criminal history dissemination and discovery logs, ensuring audit accuracy and compliance with DOJ and NCIC requirements.
- Independently reviews reports to identify witnesses and draft proposed settlement offers, particularly for juvenile and traffic matters, using sound judgment and knowledge of prosecutorial guidelines.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Processes payments and invoices, including general billing, P-Card transactions, and JESO service fees.
- Prepares deposits, enters data into financial software, calculates costs, collects receipts, and manages vendor setup and W-9 documentation as needed.
- Orders office supplies and maintains inventory for assigned workstations or common areas.
- Assists with preparing materials for public records requests or subpoenas involving case documentation.
- Provides overflow coverage for the front desk or phone line as needed.
- Assists with internal data collection or reporting, such as compiling monthly case stats or discovery billing totals.
- **(LSS only)** Assists with developing internal documentation, such as checklists, procedures, or templates to support training or consistency.

Minimum Training and Experience Required to Perform Essential Job Functions

- **Legal Assistant (Pay Grade 4):**
 - Associate’s degree from a two-year college or technical school in Paralegal, Criminal Justice, or a related field, and
 - One to two years of related experience and/or training, or
 - Equivalent combination of experience and training
- **Legal Support Specialist (Pay Grade 5):**
 - Associate’s degree from a two-year college or technical school in Paralegal, Criminal Justice, or a related field, and
 - Four years of progressively responsible and related, legal administrative experience, including demonstrated proficiency in discovery, confidentiality compliance, and independent case management in a similar setting as a District Attorney’s Office, or
 - Equivalent combination of experience and training

Preferred Training and Experience Required to Perform Essential Job Functions

- Valid Wisconsin Notary public certification
- Bachelor’s degree in Criminal Justice or related field
- Bilingual in English and Spanish

Other Requirements – Certificates/Licensures

- Must pass a criminal background check and be eligible for and maintain E-Time certification through law enforcement fingerprinting background clearance.
- May be required to sign a confidentiality agreement or oath of office.

Knowledge, Skills, Abilities

- Knowledge of legal procedures, terminology, and case documentation processes.
- Knowledge of federal and state privacy laws, including HIPAA and DOJ/CIB/NCIC requirements.
- Knowledge of Microsoft Office Suite and legal databases such as PROTECT.
- Knowledge of office practices, legal document formatting, and record retention requirements.
- Skill in managing multiple tasks in a high-volume, deadline-driven environment.
- Skill in drafting accurate and professional legal correspondence and forms.
- Skill in reviewing and organizing legal records, reports, and media.
- Skill in using standard office equipment and systems, including financial software.
- Skill in communicating clearly and professionally with diverse audiences.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to prioritize competing demands and adapt to urgent case needs.
- Ability to interpret and follow written, verbal, and diagram-based instructions.
- Ability to perform basic math functions including percentages and ratios.
- Ability to solve practical problems with limited standardization.
- Ability to provide quality customer service while handling sensitive or emotionally charged situations.

Additional Knowledge, Skills, and Abilities Required for Legal Support Specialist:

- Knowledge of discovery rules and statutory timelines under Wisconsin criminal procedure.
- Knowledge of protected information handling, redaction protocols, and dissemination requirements.
- Skill in independently managing discovery, including case-by-case redactions and content review.
- Skill in communicating directly with attorneys and law enforcement on procedural matters.
- Ability to interpret law enforcement reports and supporting evidence to identify legal relevance.
- Ability to apply legal reasoning to resolve procedural and evidentiary questions.
- Ability to exercise a higher level of independence and discretion in judgment-heavy tasks.
- Ability to serve as a resource to other support staff regarding document procedures and workflow.

Supervision

- None
- Legal Support Specialists may serve as a resource to other support staff but do not hold supervisory authority.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Frequently required to sit and use hands to finger, handle, or feel.
- Regularly required to talk and hear.
- Occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.
- May occasionally lift or move boxes or files weighing up to 10 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment. *The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Work is typically performed in a professional office setting within the courthouse or government buildings.
- Noise level is usually moderate, with frequent phone calls, foot traffic, and interaction with the public.
- May have occasional exposure to emotionally charged situations involving victims, defendants, or upset individuals.
- Not regularly exposed to hazardous conditions or extreme environmental elements.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature:	Date:	
Supervisor/Manager Signature:	Date:	