

## JOB DESCRIPTION

County of York



Human Resources

## TRIAL MANAGER SUPERIOR COURT DISTRICT ATTORNEY'S OFFICE

Status: Full-Time  
FLSA: Non-Exempt  
Salary: \$20.43 - \$22.56 Hourly  
Union: M.S.E.A – Grade 5  
Reports to: District Attorney's Office  
Manager and/or the District  
Attorney and his/her designee

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This position provides administrative support to Assistant District Attorneys. Processes and tracks assigned caseload. Maintaining accurate data entry and file records until the case's conclusion.

## SUPERVISION RECEIVED AND EXERCISE

Works under the general supervisor of the District Attorney Office Manager and/or the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

## ESSENTIAL DUTIES

- Be committed to the mission of the District Attorney's Office and work as a member of a team in the performance of duties.
- Be punctual with scheduled work and use time appropriately.
- Be neat and maintain a professional appearance.
- To understand and can work within all District Attorney Departmental and York County policies and procedures.
- Maintain confidence and protect the integrity of the Office of the District Attorney by keeping concerning clients and County Operations confidential.
- A high degree of professional interaction among prosecutors, defense counsel, court personnel and others involved in each case.

- Assists the prosecution by providing charging documents to the court, making copies of the report and complaints for discovery and for the office file.
- Assists department by organizing and maintaining assigned case files neatly and accurately in both the physical and computerized files in the database.
- Assures accurate records by making sure that files completely reflect dispositions, continuance dates and/or reasons for continuance.
- Assist Assistant District Attorneys by being in court to provide clerical and administrative support services.
- Assures all information drop downs and motions are prepared by typing the same and getting them docketed by the court.
- Assists Assistant District Attorneys by preparing and filing various legal documents including protection and/or continuance motions.
- Ensures departments ability to produce witnesses for trial by preparing numerous subpoenas and tracking service on assigned cases.
- Assures court appearances by notifying all police personnel, professional and civilian, witnesses of all required court appearances.
- Assure accurate information for assigned cases by reviewing all incoming motions and correspondence and handling appropriately.
- Works with the court to ensure we have the most up to date court docket list and are prepared to proceed with cases in court.
- Other duties may be assigned from time to time by supervisory personnel.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

Familiarity with legal terms and procedures preferred.

### **Ability to:**

1. Some travel may be required from various work locations as directed by workflow demands.
2. This position is a 37.5-hour work week between the hours of 8 a.m. and 4 p.m.
3. Good customer service skills.
4. Strong organizational and prioritizing skills; Ability to be multi-tasked orientated.
5. Professional and courteous demeanor.

### **Education:**

High School graduate or equivalent required, advanced education or years of experience in related field preferred.

## EXPERIENCE AND CERTIFICATIONS

### **Experience:**

- Experience and proficiency utilizing Microsoft Office Suite (Word, Excel, etc.)
- The preferred candidate will have experience working in a law environment.

**License or Certificate:**

Valid Driver's License.

**NECESSARY SPECIAL REQUIREMENT**

- Must be 18 years of age or older.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.
- Must be able to utilize a computer and adapt to new technology.

**PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 15 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**SUBMITTAL INSTRUCTIONS**

This position is being posted both internally and externally. Any interested *internal* candidates must submit a York County letter of interest to Human Resources no later than **Wednesday, October 23, 2024, at 12 pm.**

External candidates should submit a an application and/or resume to Human Resources.

**This position will remain open until it is filled.**

- York County applications can be located and downloaded from:  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

- Applications/cover letters/resumes can be mailed to:  
York County Government  
**Attention:** Human Resource Department  
45 Kennebunk Road  
Alfred, ME 04002
- Applications/cover letters/resumes can be dropped off at our physical address:  
York County Government  
Attention: Human Resources Department  
149 Jordan Springs Road  
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

**The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.**

*York County Government is an Equal Employment Opportunity Employer*