

JOB DESCRIPTION		EXTERNAL
County of York  Human Resources		GRAND JURY APPEALS MANAGER DISTRICT ATTORNEY'S OFFICE Status: Full-Time FLSA: Non-Exempt Salary: \$19.92 - \$21.99 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 in preparing and documenting the disposition of all grand jury court proceedings.

SUPERVISION RECEIVED AND EXERCISE
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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.

- Create new JW cases for felony summonses, pre-screenings, arrest warrants and bail bonds.
- Request police reports from law enforcement when necessary.
- Pull ATN's as needed.
- Track summons dates and notify prosecutors of upcoming deadlines.
- Ensure all complaints are by filed by court deadlines.
- Process and track additional information requests.
- Process and record the necessary paperwork on prosecution declined cases including notification to police departments and defendants.
- Update pending grand jury cases in JustWare after hearings, including but not limited to uploading applicable court paperwork.
- Send out discovery on grand jury cases.
- File motions to remain on the docket when necessary.
- Track all pending grand jury cases for the grand jury deadlines.
- Run reports regularly to notify prosecutors of grand jury deadlines.
- Coordinate the grand jury schedule with police officers to present cases to the grand jury.
- Prepare indictments and other necessary paperwork.
- Travel to the court when needed.
- Utilize METRO for researching outstanding warrants on grand jury cases.
- Update JustWare with grand jury outcomes.
- Prepare the necessary rising documents after grand jury presentation, including running a report of newly indicted cases.
- Process Law Court Appeals, Appeals from Sentence, and Civil Appeals.
- Update JustWare, including but not limited to uploading all required documents.
- Type Appellee's brief and ensure it is filed by the deadline.
- Work with management in the design and implementation of a "Brief Bank".
- Close and document appeal cases.
- Process requests for bank records, telephone records and medical records when needed.
- Cover the phone system on an "as needed" basis.
- Other duties may be assigned from time to time by supervisory personnel.

MINIMUM QUALIFICATIONS

Knowledge of:

Familiarity with legal terms and procedures preferred. Experience working within the criminal court system.

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.
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, post graduate studies in a related paralegal and/or executive secretarial field desirable, but not required.

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 of U.S. citizenship or legal right to work in the United States.
- Must be able to utilize a computer and adapt to new technology.

<u>PHYSICAL REQUIREMENTS</u>

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.

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.
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SUBMITTAL INSTRUCTIONS

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.

Interested candidates must submit a resume and/or application with qualifications to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: lmcorliss@yorkcountymaine.gov

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

York County applications can be downloaded from: yorkcountymaine.gov/careers

Deadline: This posting will remain open until a qualified candidate has been selected

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

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