

## **CRIMINAL JUSTICE ASSISTANT (SPANISH-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily specialized clerical and paraprofessional work involving responsibility for performing a variety of support activities in the office of Public Defender or the District Attorney. An incumbent in this position is also required to interact with individuals in Spanish at a fluency level indicated in the Note below. The work is performed under the direction of an attorney. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists attorneys with a variety of functions, depending on location, including but not limited to scheduling meetings and conference calls, preparing routine correspondence and legal documents, maintaining case files, etc., and may interact with social workers, doctors, corrections staff, etc., as directed by an attorney;  
Composes routine correspondence and completes paperwork regarding a variety of functions in the District Attorney's or Public Defender's office;  
Communicates with local Justice courts to provide and obtain information about court schedules, dispositions, etc.;  
Prepares and maintains a variety of records and routine reports;  
Uses computer applications and other automated systems (e.g. spreadsheets, word processing, e-mail);  
May complete special projects as assigned by attorneys.

### **In the Office of the District Attorney:**

Prepares vouchers for attorneys, detectives, court reporters, interpreters, contractors, etc.;  
Develops and maintains "on call" duty and "bail application" schedules on a monthly basis, as directed by an attorney;  
Acts as liaison with the County Legislature to identify agenda items applicable to the District Attorney's Office, and gathers information, as assigned;  
Completes documentation for contracts;  
Maintains Superior Court Information (SCI) files and a variety of other records;  
Gathers and conveys information from Spanish-Speaking victims, as needed, under the direction of an attorney or detective;  
Schedules cases for Court conferences;  
Prepares documents such as Orders, Waivers of Indictment and Superior Court Information Forms, as directed and guided by an attorney.

### **In the Office of the Public Defender:**

Conducts structured interviews with indigent clients in order to gather information and determine eligibility for Public Defender services;  
Schedules appointments for attorneys;  
Prepares affidavits, as directed by an attorney;  
Schedules preliminary hearings for felony cases;  
Prepares "Motions to Dismiss", as directed by an attorney;  
Completes forms and required documents for orders for psychiatric examinations and schedules appointments and prepares affidavits for same, as directed by an attorney;  
Prepares subpoenas and other basic legal documents, as directed by an attorney.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic office procedures and practices; good knowledge of law office terminology and procedures; good knowledge of law office routines; good knowledge of basic legal terminology and documents\*; working knowledge of colloquial Spanish; ability to prepare structured reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to use computer applications and other automated systems (e.g. spreadsheets, word processing, e-mail; database software) applicable to a law office\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical or business experience, at least two (2) years of which included work in a law office, court, or legal setting (e.g. municipal, private practice, etc.) that substantially involved the prosecution or defense of criminal cases.

**NOTES:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) in Criminal Justice, Paralegal Studies, or comparable curriculum may be substituted for two (2) years of the required experience.
2. A Bachelor's degree in Criminal Justice, Paralegal Studies, or comparable curriculum, may be deemed fully qualifying.
3. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

\*To be demonstrated during the probationary period.