



Career Service Authority

Page 1 of 5

Investigative Legal Research Assistant

GENERAL STATEMENT OF CLASS DUTIES

This class performs full performance level paraprofessional legal work for attorneys in the District Attorney's Office researching and obtaining proof for all Denver County habitual criminal cases, administers the District Attorney's Victims/Witness Center, tracks felons released from the State Mental Hospital and secures testimony of out-of-state witnesses.

DISTINGUISHING CHARACTERISTICS

The *Investigative Legal Research Assistant* class performs full performance level professional paralegal work that is limited to habitual criminal cases. The *Investigative Legal Research Assistant* class is distinguished from the *Legal* and *Appellate Legal Research Assistant* classes by the diversity in paralegal practice: the *Legal Research Assistant* class assists in such areas as pre-trial, trial and appeal stages of litigation preparation; and the *Appellate Legal Research Assistant* class performs legal research, advises on trial strategies and prepares briefs and other documents for attorneys in diverse areas of the law practice. The *Investigative Legal Research Assistant* class is distinguished from the *Entry Paralegal* and *Paralegal* classes by the level of practical knowledge/experience; the *Entry Paralegal* class performs basic paralegal work and the *Paralegal* class researches and investigates progressively more difficult and diverse cases than those assigned an entry-level paralegal.

Employees in the *Appellate, Investigative and Legal Research Assistant* classes assist attorneys in more complex litigation and/or transactional matters and are expected to demonstrate considerable expertise while performing a broad range of paralegal duties and responsibilities in situations involving diverse areas of the law and where the consequence of error is relatively high. Employees in the *Entry Paralegal* and *Paralegal* class assist with basic and routine litigation and transactional matters; application and discretion limited by practical knowledge/experience.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems may be discussed with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work over paraprofessional and clerical staff.

ESSENTIAL DUTIES

At the request of the District Attorney, applies the state's habitual criminal statute and conducts a comprehensive investigation of complex criminal cases, including defendant identification, crime verification, location of witnesses, prior felony convictions, and admissibility of evidence and preparation of jury instructions. Prepares all case documents and recommends for or against further prosecution.

Tracks felons committed by reason of insanity to the State Mental Hospital, files motions for second psychiatric evaluation upon inmate release, and for hearing should opinions differ.

Monitors defendant compliance with release criteria and prepares revocation proceedings for alleged violations.

Reviews cases for sufficiency of evidence; locates, interviews and subpoenas witnesses; and advises attorney during hearing.

Coordinates all phases of process for interstate rendition of witnesses between prosecutors, the witness and the judge, including decisions about hardship pleas and filing court documents to ensure appearance.

Administers the Denver District Attorney's Victim/Witness Center, which is used by attorneys, investigators, victim advocates, crime victims and witnesses; setting up guidelines and procedures approved by the District Attorney.

Compiles and analyzes felony trial statistics for the District Attorney on all habitual criminal cases completed.

Organizes and tracks case documents and makes them available and easily accessible to attorneys.

May create and maintain a legal reference bank.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy; maintains confidentiality.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Interpersonal Skills – Show understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Legal, Government and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Memory – Recalls information that has been presented previously.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Knowledge of federal and state trial procedures, discovery procedures and rules of evidence sufficient to be able to provide technical, legal, and civil investigation support for attorneys during trial preparation and at trial.

Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.

Skill in the use of computer software, including word processing, spreadsheet, document management, electronic mail and database programs.

Skill in conducting legal research, including the use of Lexis, Westlaw, CD-Rom services, Internet services and library materials.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Vision: ability to see details at close range (within a few feet of the observer).

Working Environment:

Subject to varying and unpredictable situations

Subject to many interruptions

Subject to long irregular hours

Education Requirement:

Baccalaureate degree in Business or Public Administration, Criminal Justice, Corrections, Psychology, Sociology or a directly related field.

Experience Requirement:

Three (3) years of experience conducting comprehensive investigations of complex criminal and civil cases.

Education/Experience Equivalency:

Completion of one year of law school at an accredited institution and three years experience conducting comprehensive investigations of complex criminal and civil cases may be substituted for the minimum education requirement.

Licensure and/or Certification:

Graduation as a Paralegal with at least 25 semester hours of paralegal course work from an accredited institution.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 06/16/2005

REVISED BY: Earline Hill

CLASS HISTORY: This classification was revised into the new format during the Paralegal Class Maintenance Review.