

# PARALEGAL (DRUG UNIT)

## DEFINITION

Under general supervision, to assist attorneys in the preparation of drug cases for filing, resolution, or trial by coordinating activities with law enforcement, gathering, organizing and evaluating information; recommends courses of action, prepares papers necessary for legal actions and monitors the status of cases; and performs related work as required.

## EXAMPLES OF DUTIES

Drafts misdemeanor and some felony complaints as well as other pleadings and documents related to drug cases; contacts or interviews police officers and agencies to obtain necessary information; monitors court notices and subpoenas witnesses for hearings; obtains necessary court documents; organizes files for trial; drafts correspondence explaining the status and options for resolution of cases; files paperwork with the courts for criminal and asset forfeiture actions; performs basic legal research; disseminates case law and statutory updates on related issues among drug prosecutors and Task Force; ensures necessary documents are forwarded from law enforcement agencies to drug prosecutors; requests the transmittal of evidence by Task Force personnel to the Wisconsin State Crime Laboratory; coordinates efforts with the Crime Lab to ensure the availability of analysts for court.

## EMPLOYMENT STANDARDS

Education and Experience: Must have an associate degree from a two year legal assistant program or at least two years of work experience which includes substantial emphasis on drafting documents, interviews individuals, collects and analyzes information and interprets complex guidelines, regulations and law applicable to criminal prosecution within the Wisconsin judicial system or two years of increasingly responsible clerical experience which includes substantial public contact and one year of legal clerical experience in a court system or law office. An equivalent combination of training and experience will be considered.

Knowledge, Skills and Abilities: Knowledge of modern office practices and procedures; knowledge of relevant laws, knowledge of criminal justice system procedures and practices; knowledge of legal terms and papers; knowledge of interviewing techniques; knowledge of investigation principles; ability to gather, organize and evaluate a variety of data and information; ability to assess a variety of dispositional actions and take or recommend appropriate actions; ability to interpret and apply complex laws; ability to exercise independent judgment and carry out assignments with minimal supervision; ability to maintain confidentiality; ability to communicate effectively both orally and in writing; ability to operate standard office machines; ability to draft and prepare a variety of legal papers; ability to conduct independent research and investigations; ability to obtain necessary information through interviews with a variety of subjects; ability to operate word processing equipment; and the ability to monitor the work of others.

Special Requirements: Must be available to work nights and weekends as required.