

Position opens: March 28, 2018

## **Elko County Human Services Employment Opportunity Announcement**

**POSITION:** Caseworker II  
District Attorney's Office

**SALARY:** Step 1 - \$ 20.3083  
Step 2 - \$ 20.9177  
Step 3 - \$ 21.5447

**APPLICATION DEADLINE:** Position will remain open until filled. First application review will be conducted the week of April 9.

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This position supports a full range of legal secretarial and paralegal duties, including consulting and assisting attorneys with case preparation, investigation and research in a fast paced environment. Manages statutory judicial filing deadlines and ensures court pleadings, crime reports and all correspondence are reviewed and filed properly. Knowledge of Nevada criminal procedure is necessary. Strong communication skills, with an emphasis on accuracy and attention to detail with the ability to meet deadlines is required. Must meet criteria established by the State to access and/or use the NCIC computer system. Successful candidate will be required to pass a fingerprint based criminal background check.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**  
571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 19107**  
**Date Est.:**   
**Last Rev.: 03/2017**  
**FLSA: Non-exempt**  
**Probation: 6 Months**

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## **CASEWORKER II**

### **DEFINITION**

- This Legal Secretary position represents the Elko County District Attorney's Office, Criminal/Civil Division.
- Appropriate professional attire is required.
- Normal business hours Monday – Friday 8:00 a.m. – 5:00 p.m.

### **DISTINGUISHING CHARACTERISTICS**

- Performs a full range of legal secretarial and paralegal duties as assigned, with occasional instruction or assistance.
- Is able to back up as a Reception/Assistant Caseworker.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Office Manager and Assistant Office Manager and training from the Caseworker III and technical supervision from the professional staff.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Acts as a liaison between the District Attorney, Deputy District Attorneys and local and out-of-town attorneys, judges, secretaries, investigators, law and various enforcement agencies, victims, witnesses, defendants, insurance companies, and clerks of the court.
- Consult and assist attorneys in case preparation, investigation, and research, which includes but is not limited to obtaining legal documents and obtaining prior convictions, driving and vehicle registration records, affidavits, missing witnesses, etc.
- Collaborate and coordinate with local and other city, county, and state personnel on case preparation and investigation.

- Communicate information clearly and concisely, imparting the knowledge necessary to obtain the desired result. This requires having an accurate knowledge of criminal procedures, outside agencies and appropriate contacts.
- Research, assist in the preparation of and proof read appropriate legal documents for attorney's review.
- Prepare or direct the preparation of discovery for defense attorneys, victims, and other authorized parties, insuring that only discoverable material is released and that the packets are complete.
- Analyze incoming paperwork, determining what to file, what to forward to the responsible attorney and what to discard.
- Enter incoming reports and booking information into the computer system, insuring that all data is accurate; that the correct party is identified and that associated cases are identified.
- Calendar hearings, meetings, appointments and monitor all filing deadlines, insuring that all statutory time limits are met. Failure to do so could result in the dismissal of a case.
- Double check calendared entries in the office computer system. An error on the court calendar or ticketing calendar could result in the dismissal of a case.
- Logs documents, conversations and other activities into the office computer system, thereby maintaining accurate case histories and calendared records.
- Insure that all pleadings, correspondence and other documents are reviewed, proof read, promptly filed, and forwarded to the assigned attorney as warranted.
- Manages litigation on files until disposition of the case.
- Subpoena all victims and witnesses, using skills to locate those witnesses for service and insure their attendance at the hearing or trial.
- Make all travel arrangements for out-of-town witnesses and arrange for the payment of travel expenses and witness fees.
- Communicate to victims or parents of victims the types of social services that are available to them.
- Keeps witnesses/victims apprised of the status of the case, notifying them of continuances, computing restitution, problem solving, helping to prepare victim impact statements, and arranging for releases of evidence.
- As required, testifies in court with regard to communications with witnesses and victims.

- Retrieve case files for the attorneys, insuring that initial case preparation work is completed and that all necessary documentation is in the file.
- Transcribe civil memorandums, letters, and a variety of legal documents.
- Prepares letters, legal documents for various notices, motions, stipulations, writs, appeals, resolutions, agreements, complaints and occasional child support documents.
- Prepare evidence for courtroom use, by making sure all exhibits are available and marked for admission, and making or arranging for demonstrative evidence such as photographs and charts.
- Enters full dispositions on closed cases, insuring all computer information is accurate and available statistical analysis. Responsible for the removal physical files from the open filing system and refiling in the closed system.
- Initiate, maintain and close civil subject index files regarding civil, litigation, personnel cases, and research files.
- Advise supervisor of project / work status.
- Listens carefully and responds appropriately.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

- Nevada criminal law and how the criminal justice system works.
- Personal computer operating systems and trouble shooting.
- Microsoft Office Word-processing and data based software capabilities.

## **ABILITY TO**

- Read, understand and comply with all Elko County Policies and department policies and procedures.
- Communicate tactfully, both orally and in writing, with co-workers and the general public.
- Meet criteria established by the State to access and/or use the NCIC computer system.
- Compose clear, concise, and grammatically correct letters, memorandums and legal documents.
- Interpret legal documents and determine how they apply to various cases.

- Work under pressure on a daily basis; accurately completing job duties in the time frame allowed while maintaining work effectiveness.
- Ability to be a self-starter.
- Ability to demonstrate teamwork.
- Ability to demonstrate organizational skills.
- Ability to perform duties in a multi-task fast-paced environment.
- Ability to be flexible.
- Ability to maintain confidentially.
- Perform basic mathematical calculations.
- Operate a variety of office equipment in order to complete all assignments.
- Type with speed and accuracy, 40 words per minute.

### **EXPERIENCE AND EDUCATION**

- To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

### **LICENSES OR CERTIFICATES**

- Must have and maintain a valid Nevada driver's license.

### **MACHINES / TOOLS / EQUIPMENT**

- Personal computer
- Multi-line telephone system
- Transcribing or Dictaphone machines
- Copy machines/printers/fax machines

### **OTHER REQUIREMENTS:**

- Must be bondable.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by

an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting in a cubical like fashion or enclosed office space. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to communicate with co-workers and the general public; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach, with hands and arms. The employee is required to stand or walk.

The employee must occasionally lift and / or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

Position functions indoors in an office type environment where most work is performed at a desk. Position may require occasional travel by car to carry out deliveries or pick up material. Working environment is generally clean with some exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. The noise level in the work environment is usually moderate.