

<b>Job Class Code: 0720</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide assistance to assigned attorneys, and/or manage the Asset Forfeiture Program. The class is responsible for legal research, administrative and clerical functions related to court cases, and/or asset forfeiture coordination. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Performs legal research for criminal and civil cases to aid attorneys.</li> <li>• Prepares/drafts legal documents such as orders, petitions, ordinances, or resolutions for courts of record, City Council, and the Planning Commission, and ordinances and resolutions for public hearing items such as street closings and rezoning.</li> <li>• Processes the seizure of currency and property connected with the sale or distribution of an illegal substance.</li> <li>• Prepares and organizes trial notebooks with items needed by attorneys during trials such as charts and tables for use as exhibits.</li> <li>• Handles extradition processing and/or docket management.</li> <li>• Prepares restitution forms for crime victims; makes court appearances for juvenile and domestic relations arraignments; performs liberal back up for circuit and general district arraignments.</li> <li>• Performs office tasks such as composing and typing correspondence, maintaining and posting payments to appropriate records, or reviewing permits.</li> <li>• Performs research for grant applications; maintains the Law Library for the City.</li> <li>• Conducts or attends staff or other professional meetings to exchange information; coordinates periodic seminars for area of responsibility.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, clients, and others in the general public.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in law or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on position, may require a valid driver's license in compliance with City driving standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/24/2020