

CRIME PREVENTION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized clerical work involving responsibility for providing clerical and general support for special crime prevention programs and initiatives in the office of the District Attorney. The work may also involve the support of community outreach and the completion of special projects, as assigned. The work is performed under the direction of an attorney or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the implementation of special programs (e.g., diversion programs for at-risk students, community prosecution, alternatives to incarceration, youth initiatives, etc.) by gathering information, tracking progress and preparing basic reports regarding program activities and progress;

Assists attorneys by preparing (e.g., typing) and filing standardized legal documents such as affidavits, subpoenas, police reports, call logs, incident fact sheets;

Maintains records of breathalyzer and other reports from outside laboratories;

Maintains records of Driving While Intoxicated (DWI) reports and evidence from detectives, police officers and attorneys;

Assists attorneys with community outreach meetings by attending meetings to take notes, distributing information and answering routine questions, and by preparing informational materials and other documents for meetings, gathering and organizing information, etc.;

Performs a variety of miscellaneous clerical tasks, as assigned (e.g. reception desk, filing; typing etc.);

Uses computer applications and other automated systems (e.g. email, word processing, spreadsheet, etc.) in completing assignments;

Types letters for attorneys and executives using a Dictaphone, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, forms and equipment; good knowledge of programs and initiatives in the Office of the District Attorney, especially those that pertain to crime prevention*; ability to understand and carry out oral and written instructions; ability to perform clerical functions; ability to use computer applications and other automated systems in completing work assignments*; ability to understand common legal terminology; ability to organize basic information; ability to ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, at least one (1) year of which must have been in a legal setting (e.g. law office, District Attorney office, Public Defender office, etc.); or
2. Two (2) years of experience as a para-legal specialist in any law office shall be deemed fully qualifying; or
3. Completion of a minimum of twenty-four (24) college credits in Paralegal Studies or completion of an approved course of study for paralegal specialists shall be deemed fully qualifying; or
4. Any equivalent combination of the above training and experience

*To be demonstrated during the probationary period.

R.C.D.P. (05.22.2014) 07.03.2015

Competitive