

Job Description
Iron County

Job Title: Legal Assistant

Department: District Attorney's Office

Reports To: District Attorney

FLSA Status: Exempt, Non-Exempt

Approved Date:

Approved By:

Review Due:

SUMMARY: The Legal Assistant performs legal administrative tasks in accordance with standard office procedures. Duties include providing assistance and support with a wide variety of legal administrative duties for the District Attorney including coordinating and planning the day-to-day operation of the District Attorney's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide assistance and support for a wide variety of legal administrative duties for District Attorney, which may include confidential and sensitive matters;
- Conduct basic and complex legal research;
- Coordinate flow of paperwork, obtain appropriate authorizations, signatures, and documentation;
- Under District Attorney's supervision and direction, draft, prepare, and distribute legal documents such as motions, orders, certifications, affidavits, briefs, and opinions;
- Prepare, maintain and track case files, assisting District Attorney in meeting statutory and court deadlines;
- Provide discovery materials to defense counsel and generate invoices for discovery charges;
- Prepare subpoenas and ensure service;
- Assist District Attorney in preparing, printing and e-filing jury instructions, witness lists, exhibit lists, motions in limine, other motions for trials;
- Prepare and maintain the office calendar;
- Collect and distribute restitution;
- Assist District Attorney with preparing and monitoring the budget;
- Assist with providing notice of rights to victims of crime;
- Answer telephone and assist callers, assist in-person contacts, prepare mail;
- Other duties as assigned.

Wisconsin Department of Justice

- Work with the Attorney General's Office assisting the District Attorney in prosecution of shared cases;
- Meet with Assistant Attorney General, prepare discovery, subpoenas, attends trials;

Iron County Sheriff's Office

- Receive reports for Felony Charges, Misdemeanor Charges, Criminal Traffic, and Traffic Citations;
- Obtain additional information from officers and collaborate with officers throughout cases;
- Assist District Attorney in determining charges;
- Assist District Attorney with drafting and filing criminal complaints, summons, warrants, and other legal documents;

City of Hurley Police Department

- Receive reports for Felony Charges, Misdemeanor Charges, and Criminal Traffic Charges;
- Obtain additional information from officers and collaborate with officers throughout cases;
- Assist District Attorney in determining charges;
- Assist District Attorney with drafting and filing criminal complaints, summons, warrants, and other legal documents;

Wisconsin Division of Criminal Investigations

- Receive reports for Felony Charges;
- Obtain additional information from Special Agents and collaborate with Special Agents throughout cases;
- Assist District Attorney in determining charges;
- Assist District Attorney with drafting and filing criminal complaints, summons, warrants, and other legal documents;

Iron County Department of Human Services

- Receive referrals for Child Protective Services, Delinquency, and Termination of Parental Rights;
- Obtain additional information from Social Workers and collaborate with Social Workers throughout cases;
- Assist District Attorney with drafting and filing petitions, orders, and other legal documents;

Wisconsin State Patrol

- Receive reports for THC Criminal Violations, Criminal Traffic Charges and State Ordinance Violations;
- Obtain additional information from officers and collaborate with Troopers and Inspectors throughout cases;
- Draft and mail Traffic Stipulations, file returned Stipulations and Proposed Orders;

Wisconsin Department of Natural Resources

- Receive reports for Game Violations, Permit Violations, Recreational Vehicle Accidents and Violations including operating while intoxicated;
- Obtain additional information from officers and collaborate with officers throughout cases;
- Assist District Attorney in determining charges;
- Assist District Attorney with drafting and filing criminal complaints, summons, warrants, and other legal documents;

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- High School Graduate or GED equivalent;
- Legal Work Experience.

PREFERRED EDUCATION and EXPERIENCE

- Associate level degree in Administrative Professional, Criminal Justice, or related field;
- Experience in Municipal Setting.

KNOWLEDGE, SKILLS, and ABILITIES

- Considerable knowledge of the operations, functions, and scope of authority of the District Attorney's Office;
- Knowledge of modern legal office practices and procedures;
- Knowledge of criminal law, legal terminology, court procedures, and the criminal justice system;
- Ability to establish and main effective working relationships with other employees, attorneys, and the public;
- Ability to communicate both verbally and in writing;
- Ability to understand and carry out verbal and written instructions;
- Ability to maintain confidentiality.

NECESSARY SPECIAL REQUIREMENTS

- Eligible for basic and advanced TIME system certification.

COMPUTER/MATHMATICAL SKILLS

- Knowledge of accounting practices;
- Printer, Fax, Scanner;
- Strong computer skills;
- Ability to learn State mandated computer programs including PROTECT;
- Computer experience to include: Adobe, Microsoft Word, Office, and Excel.

PHYSICAL DEMANDS

- Ability to exert up to 20 pounds of force occasionally or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects;
- Ability to sit, stand and walk for periods of time.

WORK ENVIRONMENT

- District Attorney's Office, Department of Human Services, and Courtroom.

The Iron County District Attorney's Office will be accepting resumes for the position of Legal Assistant through August 20th, 2025. Please e-mail your resume to lori.prenderville@da.wi.gov or mail to Iron County District Attorney's Office, 300 Taconite Street, Room 123, Hurley, WI 54534.