

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of the Hire of)
An Employee) ORDER NO. 23290

WHEREAS, it is the recommendation of Josh Spansail, District Attorney, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Lisa A. Humiston	Legal Support I	G-1	\$4087/mo	FT/Prob

The job description is attached hereto for reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of August 1, 2023.

DATED this 16th day of August, 2023

BOARD OF CURRY COUNTY COMMISSIONERS



John Herzog, Chair



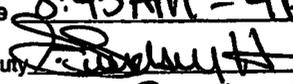
Brad Alcorn, Vice Chair

Approved as to Form:


Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CS 2023-202
Curry County Clerk, Shelley Denney
Filed Date 8 / 23 / 23
Time 8:43 AM - 4 pages
Deputy 
S. Lindsay Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Legal Support I - District Attorney

EXEMPT: No
SALARY LEVEL: G
SUPERVISOR: Office Manager
PREPARED BY: District Attorney

March 2023

GENERAL POSITION SUMMARY:

Work with considerable independence in performing legal support of a complex nature, all in keeping with a working knowledge of the criminal justice system. Follows established policies and procedures within the guidelines of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves visitors in person and via telephone by greeting, welcoming, and directing them appropriately. Notifies staff of visitor arrivals. Keeps a safe and clean front area. Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
2. Assists prosecutors with trial preparation, provides discovery to defense attorneys and record billing, obtains certified copies of court documents, prepares and issues subpoenas, communicates with the civil department in the sheriff's office to ensure subpoenas have been served.
3. Checks and routes court notifications sent to the District Attorney's Office via email. Contacts agencies to obtain all necessary case file paperwork in a timely manner.
4. Processes intake and all front desk paperwork flow from the court, defense attorneys, and any other incoming correspondence.
5. Prepares and proofreads a variety of documents including general correspondence, reports, memos, motions, affidavits, orders, subpoenas, warrants, etc. Efiles documents.
6. Receives daily docketed case files and lists actions taken.

7. Checks for all new 'in-custody' filings each morning and route with CCH to prosecutor. Pulls cases for daily docket. Checks to ensure all cases are on the docket wall each morning.
8. Maintains filing of certified copies of convictions.
9. Backs up grand jury coordinator when needed.

SUPERVISORY REQUIREMENTS:

Info needed

QUALIFICATIONS REQUIREMENTS:

Knowledge of . . .

- Considerable knowledge of legal terms and phrases, procedures and policies of the DA office and relationship of department with the court, attorneys, police agencies, governmental agencies and the public.
- Position requires expertise in case management system and must include knowledge and familiarity with database and data entry
- Composition, spelling, punctuation, and good communication skills.

Ability to . . .

- Make decisions independently in accordance with established policies
- Utilize computers and other technology to communicate in written and verbal forms (e.g., word processing, texts, emails, spreadsheets, department-specific software
- Effectively relate well with others, including supervisors, colleagues, and individuals inside and outside the county
- Develop and exhibit a professional manner in dealing with others and maintain constructive professional working relationships
- Take personal responsibility for the quality and timeliness of work
- Show up to work on time, and follow instructions, policies and procedures
- Meet productivity standards, deadlines, and work schedules.

EDUCATION AND/OR EXPERIENCE:

Graduation from high school or equivalent; two years of experience in an office setting, or any satisfactory combination of experience and training which demonstrates the ability to perform the above-described duties as determined by the District Attorney.

Requires on-the-job LEDS and Notary training/certification.

PHYSICAL DEMANDS:

Physical capability to perform keyboarding and mobility requirements of the position and handle high mobility demands and complex personal interactions.

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

WORK CONDITIONS:

Normal working conditions but frequently in face-to-face contact with potentially dangerous and/or violent individuals in highly stressful circumstances. Extremely limited time constraints in high pressure/high volume atmosphere.