



Office of Human Resources  
Legal Research Investigative Assistant - CL0365  
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### General Statement of Duties

This class performs full performance level paraprofessional legal work for attorneys in the District Attorney's Office researching and obtaining proof for all Denver County habitual criminal cases, administers the District Attorney's Victims/Witness Center, tracks felons released from the State Mental Hospital and secures testimony of out-of-state witnesses.

### Distinguishing Characteristics

The Investigative Legal Research Assistant class performs full performance level professional paralegal work that is limited to habitual criminal cases. The Investigative Legal Research Assistant class is distinguished from the Legal and Appellate Legal Research Assistant classes by the diversity in paralegal practice: The Legal Research Assistant class assists in such areas as pre-trial, trial and appeal stages of litigation preparation; and the Appellate Legal Research Assistant class performs legal research, advises on trial strategies and prepares briefs and other documents for attorneys in diverse areas of the law practice. The Investigative Legal Research Assistant class is distinguished from the Entry Paralegal and Paralegal classes by the level of practical knowledge/experience; the Entry Paralegal class performs basic paralegal work and the Paralegal class researches and investigates progressively more difficult and diverse cases than those assigned an entry-level paralegal.

Employees in the Appellate, Investigative and Legal Research Assistant classes assist attorneys in more complex litigation and/or transactional matters and are expected to demonstrate considerable expertise while performing a broad range of paralegal duties and responsibilities in situations involving diverse areas of the law and where the consequence of error is relatively high. Employees in the Entry Paralegal and Paralegal class assist with basic and routine litigation and transactional matters; application and discretion limited by practical knowledge/experience.

### Level of Supervision Exercised

By position, performs lead work over paraprofessional and clerical staff.

### Essential Duties

At the request of the District Attorney, applies the state's habitual criminal statute and conducts a comprehensive investigation of complex criminal cases, including defendant identification, crime verification, location of witnesses, prior felony convictions, and admissibility of evidence and preparation of jury instructions. Prepares all case documents and recommends for or against further prosecution.

Tracks felons committed by reason of insanity to the State Mental Hospital, files motions for second psychiatric evaluation upon inmate release, and for hearing should opinions differ.

Monitors defendant compliance with release criteria and prepares revocation proceedings for alleged violations.

Reviews cases for sufficiency of evidence; locates, interviews and subpoenas witnesses; and advises attorney during hearing.

Coordinates all phases of process for interstate rendition of witnesses between prosecutors, the witness and the judge, including decisions about hardship pleas and filing court documents to ensure appearance.

Administers the Denver District Attorney's Victim/Witness Center, which is used by attorneys, investigators, victim advocates, crime victims and witnesses; setting up guidelines and procedures approved by the District Attorney.

Compiles and analyzes felony trial statistics for the District Attorney on all habitual criminal cases completed.

Organizes and tracks case documents and makes them available and easily accessible to attorneys.

May create and maintain a legal reference bank.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Interpersonal Skills** – Show understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

### **Knowledge & Skills**

Skill in the use of computer software, including word processing, spreadsheet, document management, electronic mail and database programs.

Skill in conducting legal research, including the use of Lexis, Westlaw, CD-ROM services, Internet services and library materials.

Knowledge of federal and state trial procedures, discovery procedures and rules of evidence sufficient to be able to provide technical, legal, and civil investigation support for attorneys during trial preparation and at trial.

Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.

### **Education Requirement**

Bachelor's Degree in Business or Public Administration, Criminal Justice, Corrections, Psychology, Sociology or a related field.

**Experience Requirement**

Three (3) years of experience conducting comprehensive investigations of complex criminal and civil cases.

**Education & Experience Equivalency**

Completion of one year of law school at an accredited institution and three years experience conducting comprehensive investigations of complex criminal and civil cases may be substituted for the minimum education requirement.

**Licensure & Certification**

Graduation as a Paralegal with at least 25 semester hours of paralegal course work from an accredited institution.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Vision: ability to see details at close range (within a few feet of the observer).

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: L-624**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**