



Legal Systems Specialist

Job Description

Department: Attorney
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Deputy County Attorney

Summary

Under general guidance and supervision of a Deputy County Attorney, serves as the Terminal Agency Coordinator (TAC) for the Utah County Attorney's Office (UCAO). Ensures the UCAO maintains certification necessary to access the Criminal Justice Information System (CJIS). Also ensures legal case data and management systems are functioning effectively and receives police files, disseminates discovery, and tracks progress of each criminal case within the office.

Essential Functions

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

Terminal Agency Coordinator

1. Serve as Terminal Agency Coordinator for the Utah County Attorney's Office; create and maintain user logins; ensure compliance with Bureau of Criminal Identification (BCI) requirements; conduct background checks, as needed.
2. Oversee and assist with training and testing for department employees who access the Utah Criminal Justice Information System (UCJIS) files and related databases; ensure all users complete proper training and sign user agreements.
3. Ensure proper dissemination, privacy, and security of all UCJIS files; ensure in accordance with Right of Access regulations; complete annual audits, as required by the FBI and BCI.
4. Conduct regular audits of user transactions; report concerns, as needed.
5. Ensure UCAO policies and procedures comply with UCJIS requirements; recommend changes to policies and procedures; implement approved changes, as authorized.
6. Attend relevant conferences to maintain training and certifications.

Data Management

1. Extract datasets and set up metrics to evaluate data; communicate findings and legal implications based on data analysis and statistics.
2. Oversee projects centered on improving data collection, analysis, and presentation of data.

For Office Use Only

Job Code: 6706
Job Title: Legal Specialist
FLSA: Non-Exempt
Effective Date: 2/9/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

3. Research effective data transparency for legal offices; recommend and implement approved changes based on findings.
4. Assist with developing proposals for independent outside support for research design, data collection, and analysis; evaluate proposals received and recommend vendor section.

Case Management

1. Function as liaison between the UCAO, case management software vendors, and outside agencies; answer questions from staff and outside agencies; collaborate with outside prosecuting agencies to discuss software effectiveness; communicate software issues to vendor, as needed.
2. Function as liaison with Information Systems; assist with coordinating automated integrations between case management software and other programs; ensure user needs are met.
3. Ensure staff are trained appropriately and accurately with case management software; create and maintain user manuals, as needed; conduct trainings and communicate software updates with staff, as needed.
4. Ensure case management data is updated and accessible by authorized users; update user logins and authorization, as needed; maintain data fields; update case documents, as required.
5. Assist staff with caseload management; create and maintain relevant reports, as needed.

Knowledge, Skills, and Abilities

- Working knowledge of standard office practices
- Working knowledge of the functions of the Utah County Attorney's Office
- Knowledge of legal procedures, terminology, and the court systems
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in system design, data analysis/statistical analysis, and data interpretation
- Skilled in development of data-driven legal metrics
- Skilled in utilizing statistical analysis software
- Skilled in reading, writing, and math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, Excel spreadsheets, and presentation creation
- Skilled in use of case/file management software
- Skilled in using various software programs unique to the Attorney's Office and associated agencies
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to prioritize most essential duties and assignments
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to lead and train others

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- Ability to interpret data and display and discuss results
- Ability to problem solve and conceptualize systems

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may occasionally expose the incumbent to high-stress situations, including contact with others in uncomfortable, confrontational, or emotionally charged circumstances. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk and is regularly required to walk, stand, or stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color or patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. High school diploma or equivalent
2. Four (4) years of work experience in the legal field, customer service, software industries, or statistical analysis.
3. Equivalent combinations of education and experience may also be considered.

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Preferred Education and Experience

- 1. Preference may be given to applicants with work experience as a Terminal Agency Coordinator (TAC) or experience with Filevine software.
- 2. Preference may be given to applicants with work experience analyzing statistical data in a related field.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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