



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	931037002	Last Revised:	10/30/2017
Position Title:	Paralegal/Victim-Witness Coordinator	Department:	Criminal Law Department
Reports to:	Legal Director Criminal Law Department	Division:	Office of the Attorney General

Primary Function: Performs various investigation, pre-trial preparation, clerical, and administrative duties in support of the Criminal Law Department's handling of all criminal cases. Also assists prosecutors in helping victims obtain assistance. Serves as prosecutorial contact person for specified records, files and logs.

- Job Duties and Responsibilities:**
- Assists the prosecutor in maintaining regular communication with victims and witnesses (including police officers) and updates these individuals as to the status of the case.
 - Assists the prosecutor in the preparation of cases for trial, i.e., assists in the investigation of cases; meets with victims and witnesses (including police officers) to help prepare victims and witnesses for trial; and ensures that all necessary subpoenas are issued.
 - Reviews the facts and circumstances surrounding all criminal cases in light of established law, precedents and procedures and provides initial recommendations regarding pleas, deferred prosecutions upon pleas of guilty, and other preliminary matters.
 - Supports the prosecutor's handling of cases providing information to witnesses, victims, and other interested members of the public during trials and hearings.
 - Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings
 - Assists the prosecutor in helping victims to secure services and assistance.
 - After conviction of defendants, communicates with probation officer to monitor compliance with terms of probation and if necessary, begin revocation proceedings. Provides answers to inquiries from data contained in files and records when appropriate.
 - Assists Prosecutor in planning, developing and implementing office policies, procedures and guidelines.
 - Answers calls, returns messages, and monitors phone conversations, as requested, for the purpose of preparing summaries of details and any commitments or follow-up required.
 - Assists Prosecutor in coordinating schedules and responses for time-sensitive motions
 - Attends office consultations and other meetings, as requested, for the purpose of preparing summaries of details and any commitments or follow-up required.
 - Creates and prepares current, accurate and consistent information regarding prosecutions/statistics.
 - Builds and maintains files for the office and uploads all data to various databases for the purpose of maintain the office's paper and electronic filing systems.
 - Maintains strict confidentiality regarding the contents of Prosecutor's files.
 - Assists in the preparation of grant applications as directed by the Prosecutor.
 - Organizes and files all criminal discovery received from the Police Department.
 - Prepares press releases and other informational materials to elevate the profile of the

Prosecutor's Office in the community, and engages in community outreach to improve communication between the Prosecutor's Office and the community.

- Performs job duties according to established safety guidelines and tribal policies.
- Performs other duties as assigned.

**Education
/Experience:**

- An associate's degree in paralegal technology with three years of practical experience, or a four-year degree in criminal justice or a related field, is required for position.
- The equivalent combination of education and experience eight (8) years may be accepted in lieu of education requirement. Specific experience in criminal justice system is preferred.
- Valid NC Driver's License required.
- Position will require six months to become proficient in most phases of the job.

Job Knowledge:

Must have a thorough knowledge of the office procedures, policies and guidelines of the Criminal Law Department. A thorough knowledge of criminal law, N.C. State Bar Code of Ethics and other policies and procedures is required including all supplemental amendments. Must have thorough knowledge of legal terms, due process requirements, and criminal procedures. Must have the ability to write routine reports, correspondence, and prepare legal documents. Requires the ability to organize work, deal effectively with the public and law enforcement, and communicate effectively both verbally and in writing, follow instructions and work as a member of a group or independently. Should be able to coordinate activities of any other staff within the office including secretaries, interns and other personnel. Must be able to operate a computer, typewriter, telephone, copy machine, facsimile, postage machine and other office equipment as required.

**Complexity of
Duties:**

Must be willing to travel to outside meetings and communicate effectively with tribal, state and federal officials presenting the position of the Tribal Prosecutor's office regarding issues involving criminal justice. Problem solving and initiative are required to resolve inconsistencies and errors in files and records and to handle multiple projects simultaneously. Demands independent thinking and the application of various procedures, laws, and policies to determine the proper response to diverse factual situations.

**Contact with
Others:**

Has frequent contact with victims, witnesses, law enforcement, and the public both in person and by phone. Has daily contact with prosecutor and court personnel. Will be required to represent the prosecutor's office to higher-ranking tribal, state, and federal officials; before public gatherings and the general public; and at public events, meetings and seminars. Contact requires use of influence, sound independent judgment, considerable tact, courtesy, and appropriate decorum at all times to present the best impression of the prosecutor's office, preserve the influence of the tribe, and ensure the provision of justice to all parties.

Confidential Data:

Has access to all divisional records, files, investigative reports, juvenile records, memorandum, statistics, correspondence, plea negotiations, court documents and proceedings, all of which would be considered confidential. Improper release of information would be a violation of the law and would severely hamper the operation of the Prosecutor's office. A high degree of discretion is required in communicating with the public regarding open and outstanding matters. Must adhere to all tribal and departmental confidentiality policies and procedures. Must not release confidential data without prior approval of the prosecutor. Must follow North Carolina State Bar rules.

**Mental /Visual
/Physical Effort:**

Close concentration and attention to detail is required while performing most duties of the job. Requires coordination and application of various polices, laws and procedures to widely varying factual situations. The employee is subject to frequent interruptions, both by phone and in person, which require varied responses with each contact. While in the office the duties of this job routinely require standing, walking, sitting, kneeling, reaching, speaking, seeing and hearing. May be required to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment:

Works in normal business office/court house environment while performing job duties. Must occasionally travel to meetings, seminars, and other public events within the reservation, in Western North Carolina, in Raleigh, and at various locations across the country.

**Supervision
Received:**

Must be able to work independently within established guidelines. Uses varied procedures and guidelines in job duties with minimal supervision. Must use sound, independent judgment and proper decorum at all times. Handles all routine matters, requiring prosecutor's intervention only in unusual or unexpected circumstances.

**Responsibility for
Accuracy:**

Meetings and discussions with victims, witnesses, law enforcement, and community require a high degree of accuracy and follow-through. Undetected errors would be extremely difficult to detect and could have a major detrimental impact on the prosecution of cases or on the freedom and liberty of the accused. No review of work will be available to prevent most errors.