

# COOS COUNTY JOB ANNOUNCEMENT

## Legal Support Specialist I

\$3,457 - \$3,999 per month

**DEPARTMENT:** District Attorney's Office

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County Application, cover letter and resume **REQUIRED.**

**Apply to:** Coos County Human Resources Department, Courthouse

**By mail:** 225 N. Adams Street  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** humanresources@co.coos.or.us

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Courthouse CHW Building  
County Website Employment Department  
Email all Coos County Employees  
Indeed

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

## DESCRIPTION OF POSITION

Approved: August 26, 2025

1.	Classification Title: Legal Support Specialist I
2.	Working Title: Legal Support Specialist I
3.	Department: District Attorney
4.	Pay Grade: 413 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? Provides administrative and legal support to Deputy District Attorneys and the Office of the District Attorney. This position requires exceptional accuracy, strong organizational skills, and the ability to manage a demanding caseload under strict deadlines. The Legal Support Specialist I provides legal and administrative support under general supervision, assisting in the smooth functioning of the office while receiving training to develop knowledge of legal terminology and court procedures. The individual hired is expected to meet developmental milestones throughout the first year as they build the skills necessary for more independent work.
6.	Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to:  <b>Case Management and Recordkeeping</b> <ul style="list-style-type: none"><li>• Intake police reports and referral materials into the case management system (e.g., PBK); log no-action decisions and requests for further information.</li><li>• Input and update case information as it progresses through the court system.</li><li>• Maintain complex case files and ensure discovery is properly tracked and recorded.</li><li>• Prepare and log trial exhibits; apply bates stamps to large or complex case files.</li><li>• Download probation violation reports from Community Corrections.</li><li>• Respond to and fulfill discovery requests in a timely and appropriate manner.</li><li>• Assist in locating and attaching reports such as LOIS, crime lab results, intoxilyzer reports, and certified convictions to case files.</li><li>• Work with other states to obtain certified legal documents as needed.</li><li>• Purge and archive case files following strict records retention guidelines.</li></ul> <b>Legal Document Preparation and Court Support</b> <ul style="list-style-type: none"><li>• Draft, format, proofread, and file legal documents including: informations, indictments, motions, subpoenas, warrants, orders, citations, probation violations, and discovery-related materials.</li><li>• E-file legal documents in accordance with UTCR and other applicable rules.</li><li>• Prepare files for hearings and trials; ensure Deputy District Attorneys have required documents.</li><li>• Coordinate witnesses for court, including arranging travel and lodging when necessary.</li><li>• Process witness reimbursement forms.</li><li>• Ensure daily release agreements and court dockets are accurate; verify court files are complete and up to date, including late in-custody additions.</li><li>• Assist in the release of property and evidence to the appropriate person or agency.</li></ul> <b>Administrative and Public Support</b> <ul style="list-style-type: none"><li>• Provide front-desk reception and customer service by answering multi-line phones, emails, and in-person inquiries.</li><li>• Respond to public inquiries regarding the District Attorney's Office, court processes, and law enforcement procedures; refer individuals as appropriate.</li></ul>

- Maintain confidentiality of records and case information in compliance with state, county, and federal laws.
- Accept and properly receipt all funds received by the office.
- Prepare written correspondence, letters, and satisfaction of money judgments as directed.
- Regular and consistent attendance is required.

7. List the minor duties assigned to this position.

- Attends staff meetings and training as required.
- Complete copy and filing tasks.
- Any other duties appropriate to classification as assigned by District Attorney or Office Manager.

8. Supervision.

- Works under the direction of the District Attorney and the Office Manager.
- The Legal Support Specialist I will receive on-the-job training from experienced legal secretaries and is expected to follow instructions, seek clarification when necessary, and demonstrate a commitment to learning by meeting developmental milestones during the first year.

9. Working conditions of position.

Position is located in the lower level of the Coos County Courthouse in a typical office setting. Regular work hours are Mon – Fri, 8am – 5pm. Occasional travel may be required for training. May require physical exertion including bending, stooping, reaching, and lifting of boxes, office items, or stacks of files (up to 20 pounds.)

This position involves exposure to sensitive and potentially disturbing case content, including graphic materials related to criminal investigations.

10. List required special skills, licenses, certificates, etc.

- Preference may be given to candidates with at least one year of experience in a public or private law office OR satisfactory equivalent combination of education, experience and/or training. Must become LEADS certified within one year of employment in the office. Must become a notary public within three months of employment.
- Must have thorough knowledge of standard office practices and a working knowledge of modern practices and methods. Must have excellent general office and telephone skills.
- Must comply with professional ethics, rules of conduct and confidentiality privacy laws.
- Must have ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance. Must have ability to use tact and judgment in dealing with staff, the public, court staff and with police agencies.
- Position requires ability to work quickly and accurately under pressure. Must be able to establish and maintain harmonious working relationships with other employees, other agencies and the public and represent the county in a positive manner in the community. Must be able to accept supervision and adhere to county and department policies.

11. Is operation of motor vehicle required? Yes  No

12. List equipment, tools, machines used in performance of duties.

Computer, copier, fax machine, multi-line telephone and other general office equipment. Scanner, digital duplicating equipment, and various software programs.