

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Legal Assistant I

GR: 103

FLSA: Non-Exempt

DATE: 02/10/2026

DEPARTMENT: Municipal Court

DIVISION: N/A

REPORTS TO: City Prosecutor or Assigned Supervisor APPROVED: _____

JOB CODE: 3086

GENERAL DESCRIPTION:

This is a highly responsible administrative position responsible for Prosecution support requiring a high level of attention to detail, knowledge of legal terminology, and the legal process. It involves a wide range of delegated and self-motivated research and administrative duties that include confidential legal matters, criminal investigative reports, and criminal history information.

TYPICAL DUTIES:

- Greets, assists and provides customer service for visitors of the Prosecutor's Office; evaluates, answers, and directs public inquiries.
- Types and proofreads a variety of routine to complex documents including general correspondence, reports, memorandums, letters, forms, and motions from notes, brief instructions, or printed materials.
- Responds in person, by telephone, or email to indigent defense counsel and private counsel, victims, pro se defendants, and other government agency personnel to answer questions and address any concerns.
- Serves as victim/witness assistant for the Prosecutor's Office; initiates contact with victims or witnesses to ensure criminal justice process understanding and their rights; provides information concerning hearing dates, dispositions and community resource availability; works with victims to determine if restitution is appropriate; gathers supporting documentation and prepares notices of restitution.
- Researches prior criminal and driving history and downloads relevant information for the prosecutor's review; follows up with jurisdictions as needed; researches, reviews and downloads police reports, notices to appears, booking sheets, and bonds; requests additional follow-up from and provides support for law enforcement, Animal Services, and Development Services; downloads, reviews and submits drug/alcohol evaluations and submits to the Judge.
- Subpoenas witnesses in a timely and efficient manner and tracks service of the subpoenas; reviews, updates, and finalizes witness lists for trial docket; performs follow-ups with victims/witnesses who don't appear.
- Coordinates and maintains schedules; reviews and processes journal entries and other Court documents; prepares case files, subpoenas, and other related District Court reviews journal entries and jury questionnaires; ensures deadlines are met.
- Processes and reviews office mail and confidential information regarding personnel and court activities.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. required.
- Associate's degree in criminal justice, paralegal studies, or a related field of study preferred.
- Two (2) years of experience in legal system, court, or legal office involving interpretation of records, legal and factual research, and drafting legal documents.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)
Type accurately at or above 40 words per minute. (Daily)
Maintain and exhibit discretion at all times when handling confidential information. (Daily)
Prepare, organize and file records, reports and other documents. (Daily)
Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
Climbing/Balancing: Minimal, ability to sit and stand.
Walking: Moderate amount required.
Stooping/Bending: Frequently.
Stand/Sit: Sit about 75 percent of the time.
Reaching: Frequent, overhead as well as horizontal.
Vision: Adequate to perform essential functions.
Color Vision: Adequate to perform essential functions.
Hearing: Adequate to perform essential functions.
Speech: Frequently express ideas and be understood.
Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.
Manual Dexterity: Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside.
Cold/Heat: Controlled.
Wet/Dry: Controlled.
Noise/Vibrations: Office equipment.
Hazards: None.
Fumes/Dust/Odors: No exposure.
Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.
Ability to carry out assignments through oral and written instructions.
Ability to organize files and effectively retrieve data.
Ability to learn and understand computer software applications.
Ability to understand and apply mathematical concepts accurately.
Ability to schedule appointments.
Ability to work under stressful conditions, multitask, and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, copy machine, fax machine, printer, scanner, and telephone.

REMARKS:

The employee must pass an initial criminal background check and subsequent annual background checks (as required by Kansas Bureau of Investigation) in order to have access to criminal history record information maintained in the KCJIS and NCIC databases. The employee must also be bonded through the City to serve as a licensed Notary Public.

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Legal Assistant II

GR: 104

FLSA: Non-Exempt

DATE: 02/10/2026

DEPARTMENT: Municipal Court

DIVISION: N/A

REPORTS TO: City Prosecutor or Assigned Supervisor

APPROVED: _____

JOB CODE: 3087

GENERAL DESCRIPTION:

This is a highly responsible administrative position responsible for Prosecution support requiring a high level of attention to detail, knowledge of legal terminology, and the legal process. It involves a wide range of delegated and self-motivated research and administrative duties that include confidential legal matters, criminal investigative reports, and criminal history information.

TYPICAL DUTIES:

- Greets, assists and provides customer service for visitors of the Prosecutor's Office; evaluates, answers, and directs public inquiries.
- Types and proofreads a variety of routine to complex documents including general correspondence, reports, memorandums, letters, forms, and motions from notes, brief instructions, or printed materials.
- Responds in person, by telephone, or email to indigent defense counsel and private counsel, victims, pro se defendants, and other government agency personnel to answer questions and address any concerns.
- Serves as victim/witness assistant for the Prosecutor's Office; initiates contact with victims or witnesses to ensure criminal justice process understanding and their rights; provides information concerning hearing dates, dispositions and community resource availability; works with victims to determine if restitution is appropriate; gathers supporting documentation and prepares notices of restitution.
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- Coordinates and maintains schedules; reviews and processes journal entries and other Court documents; prepares case files, subpoenas, and other related District Court reviews journal entries and jury questionnaires; ensures deadlines are met.
- Processes and reviews office mail and confidential information regarding personnel and court activities.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. required.
- Associate's degree in criminal justice, paralegal studies, or a related field of study preferred.
- Four (4) years of experience in legal system, court, or legal office involving interpretation of records, legal and factual research, and drafting legal documents.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)

Type accurately at or above 40 words per minute. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

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Ability to learn and understand computer software applications.

Ability to understand and apply mathematical concepts accurately.

Ability to schedule appointments.

Ability to work under stressful conditions, multitask, and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

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