

## **RSA RETIREE/GRAND JURY CLERK**

**UNIT: Montgomery Co. District Attorney's Office FLSA: Non-Exempt DATE: 7-27-21**

**NOTE: Only Retirement Systems of Alabama (RSA) retirees are eligible to apply for this position.**

**NATURE OF WORK: The purpose of this job classification is to provide administrative support in the District Attorney's Office. The job incumbent reports to the Grand Jury Coordinator. The incumbent assists with empanelling Grand Juries of citizens, insuring their training, safety, and comfort; assists in obtaining and organizing documents and subpoenaed records and preparing case files; coordinates with law enforcement agencies, attorneys, witnesses, victims, and the public; assists in scheduling of persons appearing before the Grand Jury, preparing indictments, and "reporting out" of the Grand Jury.**

**MAJOR DUTIES AND TASKS: The following job description was developed through a Job Analysis to include the major and most frequent duties and tasks; however, the job may involve other cross-functional duties within the District Attorney's Office, as needed.**

**A. Receives criminal cases for Grand Jury consideration from District Attorney's Office in the form of arrest warrants, presents, re-presents, investigations, and/or audits; evaluates completeness and readiness of information and documents for presentation to Grand Jury; docket cases for hearings. Essential functions are as follows:**

- Receives case files and requests for Grand Jury hearings from District Attorney's Office based upon arrests and/or completed investigations (i.e., direct presentments).
- Receives case files and requests for Grand Jury hearings from District Attorney's Office for prior cases having new and/or additional evidence (i.e., "re-presents").
- Reviews case information and documentation for completeness and readiness.
- Places ready cases on Grand Jury docket and places cases waiting evidence from Department of Forensic Sciences or other information in "pending" files.
- Organizes case files by docketed (i.e., scheduled) dates.

**B. Reviews case information for completeness and accuracy; obtains information and documents related to defendants, victims, witnesses, investigative summaries, charges, and other pertinent case facts; acts on special instructions from District Attorney legal staff related to case preparation; monitors and updates case files with additional information and documents, as received; assists with preparing subpoenas for records, as requested by Deputy District Attorneys and/or law enforcement officials; assists with preparing final grand jury Case Summary Sheets. Essential functions are as follows:**

- Reviews case file information and documents for completeness and readiness for presentation to Grand Jury.
- Inputs and assesses information and documents related to defendants, to include aliases, SID and FBI numbers, co-defendants, arrest information, and physical identifying information such as height, weight, or other physical characteristics.
- Inputs and/or assesses information related to victims, to include ages, addresses, and other pertinent facts and special instructions related to their presence during Grand Jury hearings.
- Inputs and/or assesses information related to witnesses, to include addresses and any special instructions related to their appearance in hearings.
- Inputs and/or assesses information and documents, including crime summaries, charges, and special instructions, law enforcement files, Department of Forensic Sciences reports, receipt of subpoenaed records, plea information, and other pertinent case information.
- Assists with preparing *subpoenas duces tecums* for medical, telephone, banking, and other records, as requested by Deputy District Attorneys and/or law enforcement officials.
- Receives and researches reports from Department of Forensic Sciences related to autopsies, DNA evidence, controlled substances evidence, and other testing results.
- Advises assigned Deputy District Attorneys of the receipt of forensic reports.
- Places DFS reports with appropriate on-going case files or enters in filing system for future reference.
- Continually monitors and updates case information and summaries as additional information, evidence, and documents become available.
- Assists with preparing final Case Summary Sheets by reviewing case summaries for accuracy and completeness, attaching additional documents as received, and continually monitoring and updating information as necessary.

**C. Assists with coordinating service of subpoenas with District Attorney Investigators for records and case agents, victims, witnesses, and other pertinent parties; maintains confidentiality, sensitivity, and decorum in exchanging information and issuing requests to subpoenaed persons and other parties; serves as liaison for District Attorney's Office related to Grand Jury activities; receives and coordinates high volume of telephone and personal contacts with subpoenaed citizens and law enforcement personnel, witnesses, and other relevant parties; assists with scheduling and rescheduling of witnesses. Essential functions are as follows:**

- Schedules and coordinates service of subpoenas of case agents, victims, witnesses, and other pertinent parties.
- Works closely with District Attorney Investigators in service of subpoenas.
- Receives and coordinates a high volume of telephone and personal contacts with subpoenaed individuals, including witnesses, citizens, law enforcement personnel, and others.

- Refers contacts to appropriate Deputy District Attorneys assigned to cases.
- Maintains confidentiality, sensitivity, and decorum with the public and officials related to grand jury cases.
- Oversees daily calendar of Grand Jury activities and contacts.
- Serves as liaison for District Attorney's Office related to Grand Jury activities.
- Assists with the scheduling and rescheduling of witnesses before the Grand Jury.

**D. Assists with Grand Jury hearings by coordinating the empanelling of citizens for Grand Jury duty, arranging for orientation, introductions and tours; coordinates the participation of attorneys, investigators, bailiffs, other staff, and witnesses; coordinates the flow of required documents to the Grand Jury; processes True Bills, No Bills, and Continued Cases pursuant to the vote of Grand Juries; assesses completeness and accuracy of documents used in hearings; processes revisions and updates to insure legal correctness of all documentation. Essential functions are as follows:**

- Coordinates the empanelling of citizens for Grand Jury duty; arranges for orientation, introductions and tours.
- Coordinates the participation and appearance of attorneys, witnesses, bailiffs, and other staff in grand jury hearings.
- Coordinates and insures the flow of required documents to the Grand Jury.
- Processes True Bills, No Bills, and Continuances pursuant to the vote of Grand Juries; insures all notes and records are included in case files.
- Communicates with participating attorneys and other parties concerning Grand Jury procedures and declarations related to True Bills, No Bills, and Continued Cases.
- Assesses the completeness and accuracy of documents used in the Grand Jury; makes necessary revisions and updates to insure legal correctness.

**E. Prepares indictments following Grand Jury hearings based on case results and in accordance with statutory guidelines; coordinates with Grand Jury Coordinator, Deputy District Attorneys, and relevant law enforcement agencies in preparing indictments; researches and conforms to appropriate legal rules and terminology found in Alabama Criminal Code and the Indictment and Warrant Manual. Prepares final reports for Grand Jury cases for *Reporting Out* to Duty Judge. Maintains all grand jury records and documents; tabulates information and facts from grand jury hearings for statistical analysis by District Attorney's Office. Essential functions are as follows:**

- Prepares indictments following grand jury hearings by referring to case summary sheets, grand jury votes, specifics of charges, and court declarations.
- Coordinates closely with Deputy District Attorneys and law enforcement agencies in preparing indictments to meet correct statutory form and terminology.
- Researches and conforms to appropriate legal rules and terminology in preparing indictments, including the Alabama Criminal Code and Indictment and Warrant Manual.

- Compiles all indictments for each case.
- Insures entire grand jury process is complete and documented correctly.
- Insures that all cases are accounted for properly.
- Prepares final reports for *Reporting Out* to Duty Judge following hearings.
- Assesses and tabulates grand jury information and facts for statistical analysis and reports by the District Attorney's Office.
- Prepares letters, memoranda, logs, reports, and other correspondence related to grand jury activities and findings.
- Maintains grand jury records and documents, including reports from the Department of Forensic Science and other evidentiary sources.
- Accesses and transmits information and documents from grand jury files upon request.

**F. Performs a variety of related duties to assist in the smooth operation of the District Attorney's Office, including but not limited to being cross-trained in and performing positions as needed. Essential functions are as follows:**

- Relieve the receptionist or other staff as needed.
- Assists in other units as needed in receiving and processing legal papers and documents, typing and preparing correspondence, researching information and filing papers and documents.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business English to include proper grammar, sentence structure, spelling, punctuation, and vocabulary required to prepare accurate and professional reports and correspondence.
- Knowledge of word processing applications, typewriters, computers, and calculators for preparing reports, correspondence, and documents.
- Knowledge of District Attorney's Office policies and procedures.
- Knowledge of the principles of office management including filing, organizing records, and proper interactions with outside officials and the public.
- Knowledge of Grand Jury proceedings and procedures.
- Knowledge of legal resources such as statutes, case law, administrative records, opinions, articles, and a variety of rules and regulations as needed to find appropriate legal information to assist staff attorneys.
- Knowledge of proper legal formats and terminology needed in providing information and documents to the courts and other legal entities.
- Skill in oral communication to include tact and diplomacy and being clear and precise in addressing questions about Grand Jury procedures, coordinating with staff and outside parties, and providing instructions to witnesses and others involved in Grand Jury proceedings.
- Skill in oral communications to include patience and empathy needed to obtain, relay, and exchange important information with Grand Jury participants, and in

diffusing tense situations and maintaining a positive image for the District Attorney's Office.

- Skill in using desktop computers and software for processing, storing, and retrieving case information, and for researching case related information from outside sources.
- Skill in organizing an extremely large volume of case related information, papers, documents, and reports in preparation and coordination of Grand Jury hearings.
- Ability to establish and maintain effective working relations with law enforcement officials, attorneys, staff members, and the general public.
- Ability to handle information of a sensitive and confidential nature and to maintain the confidentiality of legal, criminal, or personal matters using knowledge of what information can be provided or released.
- Ability to maintain patience and display tact, compassion, and understanding when dealing with demanding or emotional individuals such as witnesses, victims, attorneys, staff members, and citizens to prevent tense situations from escalating.
- Ability to organize, prioritize, and perform multiple tasks, and to maintain focus despite frequent interruptions and distractions.
- Ability to adjust schedules to reflect changing situations, requirements, or priorities, and to follow through on specific problems or projects until completion.
- Ability to assemble and organize complex criminal files and reports, including the appropriate ways of locating, compiling, formatting, and preparing information and data for Grand Jury use.
- Ability to initiate and implement detailed administrative procedures, as needed to maintain accurate records and files, prepare or process correspondence, reports, forms, and documents, and facilitate the flow of documents and information.
- Ability to work under general direction and supervision, and to use independent judgment in organizing, prioritizing, and determining appropriate methods for accomplishing objectives.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Minimum of 3 years of experience in highly responsible administrative-secretarial position.

**ELIGIBILITY:**

- Must be a retiree of the Retirement Systems of Alabama (RSA)

Send resume and cover letter to:

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