

17290110 JOB RESPONSIBILITIES

- **Monitor the Public Defender email - AS**
 - Notices
 - Misc follow up emails
 - Police Reports/Complaints/Evidence List
 - Pictures
 - Restitution
 - Judgment of sentence
 - PLEA forms from attorneys
 - Emails from retained attorneys (sub of attorney forms)
 - Emails from clients

- **Process every document that we receive from email/interoffice mail into Defendant DD file and alert attorneys -AS**
 - Notices
 - Restitution Documents
 - Lab reports
 - Probation reports
 - Violation Reports
 - Bond Violation Reports
 - Client documentation provided to office
 - Check probation drive daily – if reports are in file, put in DD and alert attorney

- **Open new files - AS**
 - Print Complaints and Staple onto inside of file
 - Save Discovery in Defender Data/Alert Attorneys
 - Make files folders
 - Place Court dates on calendar
 - File in Drawer

- **Send out supplemental discovery requests - AS**
 - Photographs
 - In Car Videos
 - Store Videos
 - Body Cams
 - Lab reports
 - Supplemental Police Reports

- **Send out all motions, subpoenas, and appellate paperwork. - AS**
 - Attach all exhibits

- Proof of Service
 - Review for all legal filing requirements
 - Contact attorney for missing documentation
 - Request hearing date
 - Coordinate with Prosecuting Attorney's Office and Court
- **Maintaining weekly dockets/files - AS**
 - Reschedule Court Dates - Daily
 - Cross check office calendar with Court dockets
 - Pull cases for the following week
 - If files don't have reports, request reports at this time
- **Contact clients - AS**
 - Request new addresses and email
 - Inform them of adjournments of court dates
 - Send out notices to Clients by mail or email
 - Mail or email police reports to Defendants (mostly police reports to lodged clients)
- **Main point person for all attorney requests for all regarding files - AS**
 - Contact court Staff to request missing notices, clarify court dates
 - Contact Prosecutor's office for missing discovery
- **Other Duties as assigned**