



CLASS SPECIFICATION

Class Code: 18783
Date Est: 07/2020
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

PARALEGAL

DEFINITION

Under general direction of an attorney, performs a variety of specialized legal assignments involving the advanced interpretation of laws and legal procedures; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate degree from an accredited college or university in paralegal studies, completion of a paralegal program approved by the American Bar Association, or a paralegal certification AND two years of full-time experience as a paralegal; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATES

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct legal research and summarize results; assist in case preparation, pretrial and trial preparation, both in and outside the courtroom.

Compile and analyze a variety of case documents such as 911 tapes, booking and incident reports, financial records, certified prior convictions, transcripts, medical records, cellular and landline phone records, and drug certifications.

Perform court preparation duties such as locating and interviewing victims and witnesses; conducting client interviews; maintaining ongoing contact with clients; preparing trial exhibits; and subpoenaing witnesses.

Coordinate and calendar witness interviews, depositions, and trial appearance dates.

Prepare, verify, and review legal documents, forms, correspondence, and reports for completeness and conformance with established rules, regulations, policies, and procedures.

Initiate and maintain a variety of resource materials, files, and records (computerized and manual), including confidential files, records, and resource materials.

Draft motions, legal briefs, other legal pleadings, and memoranda as assigned; suggest grammatical and substantive edits to the same; accurately summarize portions of transcripts, interviews, depositions, and case records in written format.

Prepare exhibits, filings, and appendices in compliance with local court rules.

Assist with, and respond to, public records requests.

May train or direct the work of others within the assigned project areas.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide and departmental policies and procedures.

Applicable court rules and procedures.

Computer software specific to the department/division.

Terminology, acronyms, and subject matter relative to the assigned area (s).

Ability to:

Accurately respond to requests and inquiries from the public and county personnel related to assigned function.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions, and make appropriate responses or recommendations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Legal terminology, principles, and concepts.

Principles, practices, and components of legal case and trial preparation.

Legal research techniques and standard legal reference materials, data collection, analysis, and report preparation.

Modern office methods, procedures, and equipment, including a variety of computer software and applications.

Microsoft Office Suite applications.

Ability to:

Read, interpret, and apply policies, procedures, laws, codes, and regulations pertaining to assigned area of focus.

Compile, organize, analyze, and present a variety of research and information.

Plan and organize work to meet schedules and timelines.

Write and proofread a variety of documents, forms, correspondence, and reports.

Skillfully interview people, establish a rapport, and acquire relevant information.

Handle sensitive and/or confidential information with discretion and professionalism.

Communicate effectively both orally and in writing.

Maintain effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to sit, stand, walk, kneel, crouch, squat, twist, climb, and move and lift objects up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.