

CLASS SPECIFICATION FOR
Paralegal

GENERAL STATEMENT OF DUTIES: Performs a variety of paraprofessional legal duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class demonstrates sound knowledge of the philosophy, theories and practices of the paralegal field as they apply to research and the performance of administrative tasks in support of the work of a County legal agency. May supervise or serve as lead worker to other professional and/or paraprofessional staff. General supervision is received from the agency head, from whom the employee receives assignments and guidance. The incumbent will also receive assignments from other staff attorneys.

EXAMPLES OF WORK (illustrative only):

- Organizes files and indexes;
- Reviews all pleadings and other records of litigation;
- Prepares trial notebooks, to include exhibits, lists of witnesses, abstracts of deposition transcripts, summaries of facts and testimony, memoranda of legal points and authorities and lists of addresses and phone numbers;
- Makes necessary arrangements for meetings, hearings and depositions, including issuance of notices and subpoenas;
- Interviews witnesses to prepare them for hearings or trials;
- Attends court docket calls for scheduling of cases;
- Conducts simple legal and factual research;
- Drafts routine correspondence and memoranda;
- Monitors court-ordered procedures and reports any deviations;
- Drafts routine legal memoranda, motions, pleadings;
- Assists/supports attorneys in court;
- Manages law library, culling or adding materials as deems necessary;
- May supervise or may serve as a lead worker, advising other Paralegals, professional and/or paraprofessional staff on technical problems, directing and overseeing their work;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the methods, sources of information and materials of legal research; knowledge of the principles and practices of substantive and procedural law; ability to research legal information fully and accurately to meet mandated timeframes; ability to interview effectively so as to elicit all information needed; ability to analyze and organize complex legal and technical issues so as to make appropriate recommendations or to provide complete reports; ability to communicate clearly and concisely, both orally and in writing; ability to develop and maintain effective working relationships with attorneys, court personnel, witnesses, citizens and other employees; ability to supervise; good leadership skills; ability to work cooperatively and effectively in a team-based environment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of certification as a paralegal or legal assistant and four (4) years of experience as a legal assistant; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.