

PARALEGAL (Prosecuting Attorney)

GENERAL STATEMENT OF DUTIES: Performs responsible para-professional tasks as assigned by assistant prosecuting attorneys; Researches legal questions, prepares initial orders and drafts petitions, complaints, and affidavits and responds to mail inquiries; Works under general supervision; Performs related duties as required.

STATEMENT OF TASKS:

Prepares various legal documents necessary to the judicial process with or without clerical assistance;
Performs legal research and writing assignments as required;
Assists attorneys in the trial process, including gathering witnesses, preparing clients to testify, review pleadings, correspondence and other information required;
Conducts personal, detailed interviews with clients and potential clients;
Compiles and reviews information to make recommendations for disposition of assigned cases;
Track cases and performs necessary follow up assignments;
Insures that subpoenas are prepared and that they are properly served.

The statement of tasks is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of PC operation and ability to learn software;
Knowledge of legal research methods;
Knowledge of the judicial process;
Ability to produce quality legal writing and documents;
Ability to make general decisions in accordance with departmental policies and procedures;
Ability to maintain necessary records;
Ability to conduct effective personal interviews;
Ability to communicate with the general public;
Ability to write subpoenas and related correspondence;
Ability to follow complex oral and written instructions;
Ability to perform mathematical computations;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Associate's Degree in an accredited Paralegal Program, Criminal Justice or other social science field and one (1) year of experience as a Paralegal;

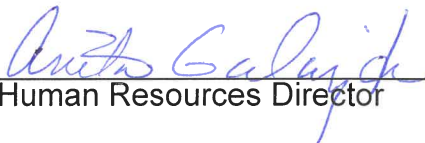
-OR-

Thirty (30) semester hours from an accredited college and five (5) years' experience in a Prosecuting Attorney's office.

-OR-

Three (3) years' experience as a Paralegal;

Established: April 23, 1993
Revised: October 22, 1998
August 5, 2002
April 15, 2015
June 5, 2019



Human Resources Director