

PARALEGAL-LAW LIBRARY

GENERAL STATEMENT OF DUTIES: Performs paralegal tasks related to the operation of the Genesee County Law Library; performs legal research; responds to requests for information; maintains a computerized legal research function; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Receives, organizes, issues and shelves all incoming library materials on a daily basis;

Receives and distributes books for all judges in the facility;

Assists patrons in the use of databases and hard-copy research materials;

Assists patrons with Internet searching queries;

Maintains the computer equipment and security software utilized in the library;

Manages and assesses the collection for development purposes;

Develops documentation and other materials for patrons;

Works cooperatively with and assists as needed with the mediation docket;

Receives briefs, payments, responses, processes and records those events;

Substitutes evaluators and cases on docket when necessary;

Prints and distributes notices to litigants and attorneys on the case evaluation docket;

Works cooperatively and assists as needed with the case evaluation docket;

Answers telephone inquiries regarding court functions, routing calls to appropriate offices.

The statement of tasks above 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 law library practices and procedures;

Knowledge of legal reference materials and various types of law books;

Knowledge of PCs and computerized legal research materials;

Knowledge of legal research and techniques;

Ability to maintain necessary records;

Ability to communicate effectively with members of the legal community and the general public;

Ability to follow oral and written instructions;

Ability to attend work regularly and work under stressful conditions.

Paralegal-Law Library

MINIMUM QUALIFICATIONS:

Associate's degree in a paralegal program and at least one (1) year of full-time paid experience as a Paralegal or Legal Assistant;


OR

Certificate as a Paralegal or Legal Assistant from an ABA approved program and at least two (2) years of full-time paid experience as Paralegal or Legal Assistant;

OR

At least four (4) years of clerical experience in a legal setting and completion of at least twenty one (21) credits in the core curriculum Paralegal program (classes qualifying as the core curriculum will be determined by the Human Resources Department).

Established: June 12, 2001


Human Resources Director