

PARALEGAL – Prosecutor Civil Division

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

STATEMENT OF TASKS:

Gathers all pertinent information on information and record requests;
Drafts responses to information and record requests;
Enters and tracks case and record request information in program database;
Maintains files on the status of cases;
Drafts pleadings and other legal documents including non-form order;
Assists staff in compiling and analyzing statistical reports;
Performs legal research and follow-up as required;
Tracks cases and performs necessary follow-up;
Receives and processes mail including preparing written responses;
Answers telephone inquiries, routing calls to appropriate offices;
Assists with general office duties.

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 the judicial process;
Knowledge of legal research methods;
Knowledge of the preparation and filing of court documents;
Ability to make general decisions in accordance with departmental policies and procedures;
Ability to identify legal issues and apply legal principles;
Ability to analyze and appraise facts, evidence and precedent;
Ability to maintain necessary records;
Ability to communicate with the county staff and the public;
Ability to write memoranda 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.

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).



Human Resources

Established: February 6, 2015