

PARALEGAL

GENERAL STATEMENT OF DUTIES: Performs responsible para-professional tasks related to the investigation, preparation and participation in legal proceeding; Gathers and reviews pertinent client information to determine program eligibility; Enters and tracks client information in program database; Performs legal research; Works under general supervision; Performs related duties as required.

STATEMENT OF TASKS:

Gathers all pertinent information on client referrals;
Reviews client referral information to determine if program eligibility criteria are met;
Enters and tracks client information in program database;
Investigates and summarizes the facts of potential or pending cases;
Maintains files on the status of cases and maintains cross files;
Analyzes program reports and provides results to appropriate staff;
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;
Ensures that subpoenas are prepared and properly served;
Receives and processes mail including preparing written responses;
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 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 and one (1) year of experience as a Paralegal;

-OR-

Three year's experience as a Paralegal;

-OR-

Associate's Degree in Criminal Justice or other social sciences field and four (4) years clerical experience.

-OR-

A Bachelor's Degree in a Social Science field.



Human Resources Director

Established: April 22, 1993
Revised: January 26, 2004
Revised: February 8, 2016