

PARALEGAL

CODES/PAY RANGE

Class Code: 1148

EEO Code: E

Pay Range: 209

MAJOR FUNCTION

Responsible legal/administrative work for a professional legal staff.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Researches and analyzes law sources (i.e. ordinances, statutes, recorded judicial decisions, legal articles) to prepare legal documents (i.e. briefs, appeals, contracts, deeds, appeals) for review, approval and use by an attorney.

Investigates facts and case law to determine causes of action and to prepare cases accordingly. Files pleadings with the court.

Coordinates work for County Council meetings with legal staff if appropriate. May prepare and schedule legal ads for public hearings.

May review contracts, agreements and other legal documents for supervisor=s approval. May proofread and review ordinances and resolutions. May prepare liens (necessitating checking legal descriptions) and Satisfaction of Liens.

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of paralegal profession. Knowledge of judicial procedures.

Ability to make decisions and apply good judgement in the solution of problems. Ability to prepare and review legal documents for accuracy and sufficiency. Ability to communicate effectively orally and in writing.

(Paralegal continued)

MINIMUM QUALIFICATIONS

Associate's degree in Paralegal studies, plus two (2) years of experience as a professional paralegal.

A comparable amount of education, training or experience may be substituted for minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal documents, manuals, abstracts, professional journals, memos, reports. Ability to perform basic mathematical functions. Ability to speak clearly and concisely relaying information, data and details to layman and professionals. Ability to write reports, opinions, recommendations, legal documents and business letters.

Revised 8/97
Replaces 10/94