

CLASS SPECIFICATION

Yuba County

February 2006

CLASS TITLE: Paralegal (Confidential)

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Provide a wide variety of paralegal expertise in law research and legal document preparation related to County Government issues, operations and litigation in accordance with policies, procedures, and federal, state and local laws. Perform related work as assigned.

CLASS CHARACTERISTICS:

This is a paraprofessional classification with incumbents performing journey level legal duties in support of County attorneys or the operation of an assigned legal office. This class is distinguished from the Legal Secretary class in that incumbents apply the principles and practices of federal and state civil, constitutional, administrative or criminal law with the principles, methods and practices of legal research to draft or prepare pleadings, opinions, resolutions, ordinances and procedures under the guidance of County attorneys.

EXAMPLES OF DUTIES:

Essential:

- Researches and analyzes criminal and civil law sources such as statutes, recorded judicial decisions, legal articles, and legal codes; drafts correspondence and documents to others regarding answers to legal questions, legal opinions, appeals, pleadings, subpoenas, interrogatories, requests for production, deposition notices, resolutions, settlement agreements, contracts, collections and other legal documents; prepares and assembles reports.
- Prepares and proofs legal documents such as briefs, petitions, motions, affidavits and other documents for use by attorney; coordinates and monitors assigned projects.
- Investigates facts and case law to prepare cases and determine actions; recommends strategy.
- Supports legal case preparation; reads and reviews reports; acquires background information; organizes trial orders, schedules and court filings; contacts witnesses, victims, attorneys and others associated with cases; acquires and organizes related reports, documents and other background information; interviews witnesses, victims and other participants in the legal process.
- Gathers information for prosecution and litigation; prepares written and oral reports for internal and external audiences; tracks legal documents, and routes to parties, attorneys and courts for processing.
- Assists attorneys in litigation and prosecution by tracking the course and deadlines of cases; assists at trials, hearings, deposition, and strategy meetings; establishes and maintains complex files related to criminal and civil cases.
- May act as a notary.
- Organizes own work, sets priorities and meets critical deadlines.
- May direct the work of others on a project or day-to-day basis; may train and advise others in work procedures.
- Uses a computer with specialized software to perform legal research.

QUALIFICATIONS:

Knowledge of:

Federal and state constitutional, administrative, civil and criminal law, and County regulations, codes and written directives.
Legal concepts, terminology, phraseology, forms, documents, principles, procedures and practices.
Legal research techniques and reference materials.
Federal, state and local court processes and procedures.
Basic principles of record keeping, case files and records management.
Personal computers utilizing a variety of software applications.

Skill in:

Researching, analyzing, and applying legal principles, facts, evidence and precedents to legal issues.
Organizing large amounts of data, facts and research.
Reading and understanding federal and state court decisions, statutes, regulations and legal documents.
Drafting legal documents and pleadings.
Using sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Typing at a net rate of 40 wpm.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from a recognized paralegal program AND two years of experience in a law office.

Preferred: In addition to the above minimum requirements, up to four additional years of experience in a law office performing legal research and document preparation.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.