

County of Humboldt Job Specification
Paralegal
Classification 0450 and 0756



DEFINITION

Under general supervision, performs a variety of paraprofessional duties in support of Humboldt County attorneys; engages in legal research and prepares legal documents; manages case files and assists in litigation preparation; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Does not exercise supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for performing the full range of duties as assigned, work independently, and exercise judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This classification is distinguished from the Legal Office Assistant and Legal Secretary in performing legal work that requires a strong understanding of legal procedures and terminology.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Researches and analyzes law sources such as statutes, judicial decisions, legal articles and codes.
- Drafts and prepares correspondence, reports, and documents 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 proofreads legal documents such as briefs, petitions, motions, affidavits, and other documents for use by County attorneys.
- Investigates facts and case law to prepare cases and determine actions; recommends strategies.
- Supports legal case preparation; reads, reviews, and summarizes reports; acquires background information; organizes trial orders, schedules, and court filings; contacts witnesses, victims, and attorneys and others associated with cases.
- Organizes and maintains accurate and detailed case files; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with federal, state, and local laws and established records retention schedules including archiving, scanning, and destroying files.
- Researches, compiles, and summarizes data from various sources and prepares a variety of reports for internal and external audiences according to established procedures and practices.

- Gathers information for prosecution and litigation; prepares written and oral reports for internal and external audiences; tracks legal documents and routes to defendants, attorneys, and courts for processing.
- Assists County attorneys in litigation and prosecution by tracking the course and deadlines of cases; assists at trials, hearings, depositions, and strategy meetings; establishes and maintains complex files related to criminal and civil cases.
- Provides information and assistance to County attorneys, staff, and the public regarding the status of pending cases, departmental procedures, and other related issues.
- Performs a variety of legal administrative and office support duties, including maintaining calendars, scheduling meetings, indexing and filing legal documents, and providing information and assistance to the public as requested.
- Monitors changes to legal guidelines and regulations.
- Collaborates with attorneys and completes special projects as assigned.
- Performs other duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations.
- Legal research techniques, legal terminology, and court protocol and practices.
- Modern legal filing and record keeping systems and procedures.
- Criminal and civil court procedures.
- Investigative interviewing techniques.
- Business arithmetic, including percentages and decimals.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read, understand, and apply relevant federal, state, and local statutes, codes, rules, ordinances, regulations, case law, and other governing regulations.
- Research, analyze, and interpret laws, regulations, technical and administrative procedures, technical, legal, and business periodicals and professional journals.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Prepare detailed and accurate legal reports, documents, and technical correspondence.
- Analyze, interpret, summarize, and present legal, administrative, and technical information and data in an effective manner.
- Effectively represent the County in meetings with governmental agencies, community groups, individuals, and various businesses, professional, and regulatory organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Perform routine mathematical calculations.
- Organize and maintain accurate records and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Must possess and maintain one of the qualifications to be a Paralegal per California Business & Professions Code Section 6450.

Licenses and Certifications:

- Certain positions may be required to possess a valid US driver's license upon date of application. Such positions must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.

- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).