

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PARALEGAL I/II
CLASS CODE: I - 5701 II - 5700

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - LEAD

EFFECTIVE DATE: 08/02/2016 (REVISED 06/14/2008 VERSION)
DEPARTMENT: ATTORNEY

JOB SUMMARY

Performs para-professional legal work such as conducting legal research and preparing legal documents, preparing trial and hearing materials, preparing witnesses for hearings and trials, conducting the initial screening of criminal and juvenile cases, and responding to record requests. Incumbents in this classification may be assigned to the Criminal or Civil Division or the Bureau of Investigations.

CLASS CHARACTERISTICS

Paralegal I: Incumbents in this classification perform entry level para-professional legal work under close to general supervision of a supervising attorney or the Bureau Chief - Investigations.

Paralegal II: This full performance level works under general supervision of a supervising attorney or the Bureau Chief - Investigations in performing para-professional legal work requiring significant independence and use of judgement. Incumbents at this level are capable of training and leading others in para-professional legal work.

ESSENTIAL DUTIES

Conducts legal research and prepares legal documents and memoranda including but not limited to charging documents, motions, responses and jury instructions.

Independently prepares trial and hearing materials including displays, presentations and exhibits using computer software, Internet resources and other traditional means; independently obtains, prepares and organizes information, data and evidence for use by attorneys and investigators in hearings or trials.

Prepares witnesses for hearings and trials by meeting with witnesses and reviewing with them evidence and legal strategies. Locates witnesses using specialized Internet and computer software resources.

Researches and retrieves public and private records and other factual and legal documentation in accordance with applicable state and federal laws.

Conducts initial screening of criminal and juvenile cases by reviewing reports and other factual and legal information and preparing cases for further action by attorneys.

Acquires and maintains expertise in computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials and may train attorneys and other staff members in their use.

Gathers and analyzes data and produces reports relating to office functions and procedures and to crime statistics; analyzes evidence and detects discrepancies, trends, and aberrations in data and evidence.

Responds to questions and complaints from involved parties and the public regarding office functions and procedures, court functions and procedures, county department functions and procedures, case dispositions, and victim rights.

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Under direction of the assigned attorney, respond to GRAMA requests for County records by gathering, reviewing and preparing public records for disclosure.

ADDITIONAL DUTIES MAY INCLUDE

Prepares and tracks grant requests and administers grant awards.

Prepares trial folders and notebooks for use in case presentations.

Functions as evidence custodian.

Performs office Terminal Agency Coordinator duties and ensures office compliance with the policies, rules and procedures of the Utah Bureau of Criminal Identification.

Manages the extradition of prisoners in and out of the state.

Prepares subpoenas (investigative and duces tecum) and arranges for the judicial authorization and legal service of these documents.

Manages office file/case archiving systems and procedures.

Maintains office and/or division brief, contract and opinion indices/banks.

KNOWLEDGE, SKILLS, AND ABILITIES

Paralegal I

Working Knowledge of: proper grammar, spelling, and punctuation.

Considerable Knowledge of: Attorney's Office policies and procedures and laws, codes, or regulations relevant to work performed.

Skill in: reading, writing, and basic math; operating standard office equipment; legal research software, word processing, data entry, and spreadsheets; using various software programs unique to the Attorney's Office and associated agencies.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand broad objectives and follow general instructions; effectively prioritize and manage own work schedule; conduct legal research both through books and electronically; distill relevant and useful elements from vast amounts of information; independently prepare various legal documents; organize and maintain filing systems.

Paralegal II

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: case preparation and investigation techniques.

Advanced Skill in: computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials.

Ability to: train and lead others in para-professional legal work.

WORKING CONDITIONS AND PHYSICAL/MENTAL DEMANDS

Work is performed in an office or other environmentally controlled room and the incumbent typically sits at a desk or table. Work requires the incumbent to regularly walk, stand, or stoop, and to occasionally lift or otherwise move objects weighing up to 25 pounds. Work requires the incumbent to occasionally drive a motor vehicle.

Work may expose the incumbent to disturbing information or materials, and to individuals that are angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to the stress of unplanned, urgent projects as well as regular deadlines. Incumbent must regularly work for sustained periods of time maintaining concentrated attention to detail.

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

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EDUCATION AND EXPERIENCE

Paralegal I:

An Associate Degree in Paralegal or Legal Assistant Studies from an accredited college or university;

OR

A Bachelor Degree in a field related to position from an accredited college or university;

OR

An Associate Degree in a field related to position from an accredited college or university plus two (2) years of legal assistant or paralegal work experience.

Preference may be given to qualified applicants with the ability to type 40 WPM or more.

Selected applicants may be subject to a background check.

Paralegal II:

Three (3) years of work experience as a Paralegal performing para-professional legal work plus one of the following:

An Associate Degree in Paralegal or Legal Assistant Studies from an accredited college or university;

OR

A Bachelor Degree in a field related to position from an accredited college or university;

OR

An Associate Degree in a field related to position from an accredited college or university plus two (2) years of legal assistant or paralegal work experience.

Preference may be given to qualified applicants with the ability to type 40 WPM or more.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Paralegal I: Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must obtain, and thereafter maintain, certification as a paralegal or legal assistant from one of the following: the National Association of Legal Assistants (NALA), the National Federation of Paralegal Associations (NFPA), or the American Alliance of Paralegals, Inc.(AAPI) during the probationary period for new hires or during the trial period for promoted County employees. County employees being reassigned or transferred to this classification must possess certification upon reassignment or transfer.

Paralegal II: Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicant must possess, and if selected maintain, certification as a paralegal or legal assistant from one of the following: the National Association of Legal Assistants (NALA), the National Federation of Paralegal Associations (NFPA), or the American Alliance of Paralegals, Inc.(AAPI).

This description 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.