



CLASS SPECIFICATION

Class Title: Paralegal
Department: Attorney
FLSA Class: Non-Exempt

Class Code: 655
Eff. Date: 01/12/09
Grade: 18
Revised: 01/09/12

GENERAL PURPOSE

Under general supervision of the County Attorney or assigned supervisor, performs skilled and complex duties related to case management, trial preparation and presentation, legal and factual research, and discovery; prepares documents and compiles essential information for criminal and civil cases.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Performs complex duties related to obtaining, organizing, and disseminating discovery; prepares documents and compiles essential information for criminal and civil cases.

Performs legal research and discovery under the direction of attorneys; obtains copies of cases and reviews case files; searches and retrieves public and private records in accordance with applicable laws; analyzes and summarizes factual data, statutory law, depositions or other information obtained from investigations, interviews, and pre-trial discovery.

Prepares written documents, displays, or presentations to assist attorneys with trial preparation; collaborates with attorneys and determines need for additional factual or analytical data.

Assists office staff with technological related issues (computers, hardware, software, internet, email and other related tasks).

Assists in establishing or obtaining for the file, necessary witnesses and/or evidence information. Organizes case file information and supporting evidence. Maintains document control system, tracking, and tracing.

Under the direction of one or more attorneys, drafts formal, routine legal documents including petitions, motions and supporting memoranda, stipulations, subpoenas and notices to appear, pre and post-trial statements, and discovery documents such as interrogatories and requests for production of documents.

May assist in preparation for and may attend discovery conferences and depositions, meetings with witnesses, planning meetings, pre-trials, hearings on motions, evidentiary hearings, court appearances and administrative hearings.

Tracks office caseload for statistical and reporting purposes.

Works with confidential and sensitive matters and information, and maintains the confidentiality of the same.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School graduation plus completion of a paralegal studies program at an accredited institution *or* graduation from an accredited college or university with a Bachelor's Degree in criminal justice or a directly related field, plus three (3) years of paid full-time paralegal or related experience. An acceptable combination of related education and experience may be considered. Preference given for related experience in a County Attorney or District Attorney office.

2. Special Requirements:

Preference for certificate of Paralegal Studies (or equivalent) from an accredited institution.

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: legal research methods and sources of information; legal terminology, processes, and procedures; proper format for court documents in Davis County and other jurisdictions; protocol for filing documents and obtaining judges' signatures; computer-related technology and use of applications; grammar, spelling, and punctuation; modern office practices and procedures.

Skill in: operating modern office equipment including (but not limited to) a multi-line telephone and fax machine; operating all applicable computer hardware and software.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: perform legal research exercising sound independent judgment; analyze and rapidly appraise facts, evidence and legal research; perform complex legal and administrative work with accuracy; organize information in a clear and concise manner; compose legal documents properly, accurately and using proper format; react resourcefully under varying conditions; create, organize, and maintain accurate records; monitor and track information and/or records; maintain confidentiality of records; work for extended periods of time maintaining concentrated detail to attention; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, law enforcement, the courts, other attorneys, other agencies, victims, and the general public.