



CLASSIFICATION NO. 013
Established: 12/00
Revised: 2/26
Retitled: 4/20
FLSA: Non-Exempt
EEO: 5

CIVIL PARALEGAL

CLASS CHARACTERISTICS

Under direction, to provide complex, highly confidential and sensitive legal research, analysis and assistance to attorneys in the Office of County Counsel and other legal staff; to perform legal case development, including gathering background information; to prepare clients and witnesses for court appearances; to draft and file pleadings, legal memorandums and discovery, and draft and format letters, ordinances, contracts, memorandum, and other documents; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Office of County Counsel provides legal representation and advice to the Board of County Commissioners, County departments, elected officials and County employees in relation to their official duties.

The Civil Paralegal is a stand-alone classification and not part of a classification series. Incumbents utilize independent judgement and a high level of independent decision making to perform research and Investigate facts, summarize cases, and the drafting and preparing of complex legal documents in support of the attorneys. In addition to caseload management and processing, the Civil Paralegal will attend and assist attorneys at trial. Incumbents are required to have an extensive knowledge of municipal law and be able to respond to questions from the public, county employees, management, other agencies, and other legal staff.

The Civil Paralegal differs from the Legal Assistant series which performs legal case management and administrative support work for the District Attorney's Office.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. While utilizing independent judgment, participates as a member of the County's legal team assisting attorneys; performs extensive, substantive and complex research in municipal law including labor and employment law, constitutional law, civil rights, general court law, land use and code enforcement, contracts, real property, litigation, and ordinances; researches civil procedures, policy information, legislative history, appellate procedures, etc.; analyzes and prepares written recommendations on investigation and discovery aspects of cases; drafts contracts, ordinances, subpoenas, letters, and memos for attorney review.
2. Sets up, organizes, maintains, and monitors case files; locates, reviews, and obtains documents; updates files with new information and documents; organize, maintain, and index case files and documents; coordinates and monitors case progress or trial process

deadlines; prepares status reports and calendars; tracks issuance of subpoenas.

3. Assists in preparing cases, and witnesses and/or experts for trial, land use hearings, employment and administrative hearings; reviews cases for sufficiency of documentation; identifies key legal issues of case; prepares and organizes exhibits; locates, schedules, subpoenas, interviews and prepares witnesses or experts for hearings and trials; meets with client representatives/attorneys regarding requests for production or for other various reasons; prepares legal correspondence, court orders, motions, answers, briefs, appeals, and other legal documents; prepares discovery requests and responses; attends trials as resource for attorney.
4. Drafts, maintains and organizes documents, ordinances, contracts, memorandums and case materials in digital format; enters documents into litigation support program; organizes and maintains voluminous discovery documents in discovery support programs and software; electronically files pleadings and case filings in state and federal court.
5. Responds to telephone inquiries providing information about cases or procedures; communicates with citizens, other agencies, county departments, and attorneys; researches and after coordinating with a staff attorney explains legal concepts to County residents; remains knowledgeable of current procedures and practices regarding discovery.
6. Provides backup to administrative staff answering phones, taking messages, drafting and revising documents, and providing appropriate information to callers.
7. Acts as a subject matter expert, dedicated mentor and resource for new hires, training on procedures, office protocols, providing support and guidance on complex legal research, drafting, case management, and client communication.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Municipal and civil legal principles, concepts, systems, terminology; municipal law issues such as public meetings, public records, ordinances, contracts, and elections; methodology, concepts, and practices of legal research; techniques of negotiation, interviewing and investigative practices; hearing process, procedures, and evidentiary rules; practices and techniques of team work; English composition, grammar, spelling, and punctuation; and computerized record keeping systems.

Skill to: Identify, evaluate and extract pertinent information from a wide variety of documents and sources including computerized; research statutes and legal references, and summarize research results into appropriate legal documents, ordinances, contracts, and memoranda; participate in team decision making; communicate clearly and concisely, both orally and in writing; prepare legal documents complying with office standards and legal requirements; organize and prioritize work to meet strict timelines; efficiently utilize computers and software to produce documents and conduct research; establish and maintain effective working relationships with attorneys, county staff, witnesses, court officials, other agency personnel, and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following

minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is necessary for County business, incumbent(s) must possess and maintain an acceptable driving record throughout the course of employment.

Edited: 1/26