



CLASSIFICATION NO. 646  
Established: 5/24  
FLSA: Non-Exempt  
EEO: 5

## **PARALEGAL SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to perform a wide variety of paraprofessional legal duties related to preparing for and supporting legal proceedings; to perform legal research and prepare, review and verify legal documents; to organize and manage a variety of legal materials; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The District Attorney's Office prosecutes crimes committed in Clackamas County and provides legal and support services to ensure expedient criminal prosecutions, child support enforcement and assistance to crime victims.

The Paralegal Specialist is a stand-alone classification and not part of a classification series. Incumbents work independently, researching and summarizing cases, investigating facts, and drafting and preparing legal documents for review, approval and use by Deputy District Attorneys. The incumbent utilizes independent judgement and a high level of decision making to perform legal research, identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material. Incumbents also review and monitor new and updated laws and regulations and assists in the preparation of hearings and trials and gathering evidence. Paralegal Specialists are assigned to teams prosecuting property/financial crimes, elder abuse, arson, major vehicular crimes, controlled substance, and weapons offenses, but may also be assigned to provide support for homicide or other violent crime prosecution.

The Paralegal Specialist is distinguished from the Legal Assistant series in that the former requires legal analysis, complex independent decision-making, and interpretation of laws and statutes, while the latter performs more clerical and administrative duties based on established procedures and templates. It also differs from the Digital Evidence and Discovery Technician which focuses primarily on the production of digital evidence discovery, redactions of protected and/or sensitive information found in multi-media formats, and trial preparation for homicide and highly publicized cases.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Drafts legal documents including, but not limited to, opinions, motions, orders, memoranda of law, discovery demands, subpoenas and affidavits of service, certificates of compliance and protective order requests.
2. Assists in preparing cases for hearings and trials; analyzes case documents such as financial, medical and phone records; reviews and organizes files, coordinates appointments

with witnesses; gathers evidence and prepares and organizes discovery/exhibits for charging assessments, grand jury and trial.

3. Conducts legal research utilizing electronic and web-based applications; identifies relevant judicial decisions, statutes, legal articles, codes and other pertinent materials; compiles and organizes research materials; reviews, interprets and monitors new and updated laws and regulations; prepares written analysis as requested.
4. In response to public records requests, identifies records and redacts sensitive information from documents to be released; manages and reviews expungement applications and assesses defendants' eligibility to have a conviction set aside; prepares analysis and expunction recommendation for attorney review.
5. Analyzes documents received for legal/factual sufficiency and accuracy prior to submitting to an attorney for further action.
6. Drafts legal correspondence for attorney's signature, including motions, written reports, opinions for public record requests and appeals.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Oregon Criminal law, Federal and state codes, laws, statues, court systems, and procedures. Legal principles, concepts, systems, processes, and terminology; methodology, concepts, and principles of legal research; English composition, grammar, spelling, and punctuation; interpersonal communication skills and customer service techniques; legal time constraints and statutory deadlines for legal filings; criminal law and associated terminology; methods and procedures of discovery and trial; legal ethics.

Working knowledge of: Public Record Law and assessments; expungement appeals.

Skill to: Establish and maintain effective working relationships with attorneys, law enforcement, crime victims, witnesses, court officials and other agency personnel, other County staff and the public; communicate clearly and concisely, both orally and in writing; analyze, identify, evaluate and extract pertinent information from a wide variety of documents and computerized sources; accurately redact sensitive information including financial or personal information; research statutes and legal references, and summarize research results into appropriate legal documents and memoranda; prepare legal documents; read, understand, and interpret applicable Oregon Criminal Law and Federal codes, laws and statutes; organize and prioritize work to meet timelines; provide responsive, high-quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

### **WORKING CONDITIONS**

Duties involve exposure to cases and evidence related to charges of homicide and violent crime which contains emotionally upsetting or disturbing information.

### **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 three (3) years of related experience and/or training 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 an extensive background investigation including national fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Within 60 days of hire:

- Possession of Law Enforcement Data Systems (LEDS) certification