

## **PARALEGAL**

### DEFINITION

To provide legal assistance to Deputy District Attorneys or other legal staff in preparing for trial, hearings or litigation; to perform legal case development, coordination and closure activities; to provide legal research, analysis and assistance to Deputy District Attorneys and other legal staff, and to perform related work as assigned.

### SUPERVISION RECEIVED

Receives direction from the District Attorney or Deputy District Attorneys.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Reviews intake of various cases from law enforcement agencies; examines police and other reports to determine legal sufficiency to prosecute case; identify appropriate case processing procedures to be followed.

Constructs, organizes and maintains case files; locates, reviews and obtains documents to be included in discovery such as police reports, warrants and affidavits; provides for production and delivery of documents; assure that reciprocal discovery is received.

Monitors case progress and deadlines; prepares routine and non-routine correspondence; maintains and updates casebooks and case file logs; prepares status reports and calendars; Coordinates and monitors trial process deadlines.

Coordinates with attorney, victims and law enforcement agencies regarding case records and status; coordinates and attends or conducts interviews and meetings with victims and witnesses; maintains records of matters discussed; provides information to victims and witnesses regarding court processes and procedures, case status and trial dates.

Assists in preparing cases for trial and hearings; reviews, organizes and indexes documents; manages document flow; locates, interviews, subpoenas and assists in preparing witnesses for trial, pre-trial hearings and other court hearings; identifies key legal issues of the case; coordinates investigators and experts; prepares and organizes exhibits; reviews case file for sufficiency of documentation.

Prepares and drafts court orders, motions, subpoenas and legal arguments; drafts orders from attorney work sheets or notes; proofreads orders for correctness; prepares legal arguments for attorney use in filing briefs and responses.

LANE COUNTY  
Paralegal (Continued)

EXAMPLES OF DUTIES (Continued):

Indexes or summarizes cases, documents and transcripts; reviews legal periodicals and other materials relevant to particular areas of law; conducts legal research, including procedural, administrative and case law research; drafts memoranda of law, trial memoranda and other legal research.

Upon approval of Deputy District Attorney, may assist in negotiation of cases

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles, practices and procedures of criminal or judicial system.

Departmental programs, policies and procedures.

Methods and techniques of court proceedings.

Legal terminology, legal ethics and court rules.

Basic letter composition and basic report preparation techniques.

English usage, spelling, grammar and punctuation.

Basic principles and techniques of legal research.

Modern office procedures, methods and equipment to include Criminal Justice computer systems.

Pertinent Federal, State and local laws, codes and regulations.

Rules of evidence.

Statutory requirements of other states and jurisdictions.

Ability to:

Effectively perform a variety of legal clerical activities.

Interpret and apply policies and procedures in preparing and filing legal documents.

LANE COUNTY  
Paralegal (Continued)

Ability to (Continued) :

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Effectively organize and prioritize work to meet established timeliness.

Develop and maintain both electronic and manual filing systems.

Conduct legal research, compile data and produce reports.

EXPERIENCE AND TRAINING

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in an accredited paralegal program, office management, secretarial sciences or a related field is desirable.

Experience:

Three years of responsible legal secretarial and/or paralegal experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.