

COUNTY COUNSEL PARALEGAL

CLASS SUMMARY:

Incumbents in this classification provide legal assistance to County Counsel staff in preparing for trials, hearings or other forms of litigation; perform legal case development, coordination and closure activities; provide legal research, analysis and assistance to County Counsel staff, and perform related work as assigned. Incumbents receive direction from County Counsel staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Investigates third party claims against County by receiving reports of claims from County personnel and/or claimants, examines the facts of case, sets reserves amounts, takes or reviews statements or photographs, determines when to seek outside consultation, makes recommendation as to disposition of matter to County Counsel, prepares quarterly claims reports for County Counsel to present to BCC. |
| 2. | Assists attorneys in preparation of legal documents and correspondence. |
| 3. | Prepares time-keeping spreadsheets and billing reports. Reviews budget and payroll reports. |
| 4. | Identifies appropriate case processing procedures to be followed. |
| 5. | 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; assures that reciprocal discovery is received. |
| 6. | Monitors case progress and deadlines; prepares routine and non-routine correspondence; prepares status reports; coordinates and monitors litigation process deadlines. |
| 7. | Coordinates with attorney, client representative and claimants regarding claims and litigation status; coordinates and attends or conducts interviews and meetings; maintains records of matters discussed; provides information to claimants and witnesses regarding court processes and procedures, status and trial or hearing dates. |
| 8. | Assists in preparing cases for trial and hearings; reviews, organizes and indexes documents; manages document flow; locates, interviews, subpoenas and assists in preparing for hearings or trials; identifies key legal issues of the claim or case; coordinates investigators and experts; prepares and organizes exhibits; reviews file for sufficiency of documentation. |
| 9. | Prepares and drafts subpoenas, claim responses and claim determinations, and legal drafts orders from attorney notes; proofreads legal documents and orders for correctness; prepares documents for attorney use in responding to claims. |
| 10. | 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. |
| 11. | Under authority of attorney, may assist in negotiation of claims. |
| 12. | Under authority and direction of County Counsel, reviews and approves County contracts; reviews contract amendments. |

Training and Experience (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training in an accredited paralegal program, office management, secretarial sciences or a related field is desirable, and three years of responsible legal secretarial and/or paralegal experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License.

Knowledge of (position requirements at entry):

- Basic principles, practices and procedures of 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 computer systems.
- Pertinent Federal, State and local laws, codes and regulations.
- Rules of evidence.
- Statutory requirements of other states and jurisdictions.

Skills in (position requirements at entry):

- Effectively performing a variety of legal clerical activities.
- Interpreting and applying policies and procedures in preparing and filing legal documents.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Effectively organizing and prioritizing work to meet established timeliness.
- Developing and maintaining both electronic and manual filing systems.
- Conducting legal research, compiling data and producing reports.
- Interviewing witnesses.
- Analyzing facts and applying criteria to make determinations, under appropriate supervision.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (HR) Date: (08/07) (Previous reference: Paralegal)
Classification and grade (Job Code N7030) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.
FLSA Status: Non-Exempt