



PARALEGAL

CLASS SUMMARY: 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.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Indexes or summarizes cases, documents and transcripts; reviews legal periodicals and other materials relevant to particular areas of law; conducts legal research,

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8.	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.
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Knowledge of (position requirements at entry):

- 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.

Skills in (position requirements at entry):

- Effectively perform a variety of legal clerical activities.
- Interpret and apply policies and procedures in preparing and filing legal documents.
- 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.

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

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. 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.

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt