

PARALEGAL- COUNTY COUNSEL

DEFINITION

Under general supervision, assists attorneys in the preparation of legal documents, research/analysis, and hearing/trial preparation; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned to the County Counsel's office, and are characterized by responsibility to provide a varied range of paraprofessional legal assistance to one or more attorneys engaged in civil law. Work performed is under the direction and technical review of an attorney.

REPORTS TO

County Counsel or designee

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assists transactional attorneys and/or attorneys in civil pre-trial case preparation; organizes, controls and prepares exhibits based on factual research; reviews and summarizes depositions and other legal documents; arranges for witnesses and informs them of substantive legal aspects of case; and prepares exhibit and trial notebooks.

Researches and analyzes law sources such as statutes, ordinances, court decisions, pleadings, police reports, legal documents and articles; analyzes elements of case with attorney to identify legal questions; researches authorities and pertinent cases on specific points of law; abstracts pertinent case law for use in preparation of briefs; and shepardizes cases.

Prepares or assists an attorney in the preparation of various legal documents, such as complaints, cross complaints, petitions, responsive pleadings, motions, discovery demands

and responses thereto, declarations, and affidavits, exhibits, and memoranda of points and authorities.

Conducts and/or reviews client and witness interviews, reports; reviews information to ensure sufficiency and accuracy; compares information obtained with pertinent points of law; identifies additional information required; and recommends course of action to assigned attorney.

Performs case status monitoring. Organizes and tracks files of case documents; utilizes technical information to make independent decisions and recommendations to the supervising attorney.

Performs office functions for the Department as needed, including but not limited to, departmental billing, attorneys timekeeping, payroll, fiscal (accounts payable/receivable), ordering of supplies, preparing, reviewing, receiving, sending, and organizing correspondence, entry into County's document management system.

KNOWLEDGE/ ABILITIES

Working knowledge of legal research techniques; legal terminology, processes and procedures; common legal documents; legal concepts and the role of the law in society; litigation processes; administrative, civil law as applicable to assignment.

Ability to conduct legal research; prepare legal briefs, opinions and other such documents; communicate effectively both orally and in writing; follow written and verbal instructions; develop and maintain effective working relationships with attorneys, support staff and clients; coordinate document processing, witness preparation and other such activities; arrange for support services for clients and/or attorneys; identify and resolve problems. Knowledge and ability to perform clerical support tasks.

MINIMUM REQUIREMENTS

Applicants must possess one of the following educational requirements in addition to the experience requirement:

Experience: One (1) year of full-time experience in researching and drafting legal pleadings and memoranda, propounding discovery and trial preparation for civil litigation; and currently working or has worked as a Paralegal during the last twelve (12) months. Graduation from Law School may be substituted for one year of experience.

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Education:

Option 1: A certificate of completion of a paralegal program approved by the American Bar Association.

Option 2: A certificate of completion of a paralegal program at, or a degree from, a post-secondary institution that requires the successful completion of a minimum of 24 semester (36 quarter), or equivalent, units in law-related courses that has been accredited by a national or regional accrediting organization or approved by the Bureau of Private Post-secondary and Vocational Education.

Option 3: A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating the applicant is qualified to perform legal tasks.

SPECIAL REQUIREMENTS

Incumbents assigned to the Paralegal classes are required to meet mandatory continuing education requirements pursuant to California Law, Business and Professions Code, Section 6450 (d).

Possession of, or ability to obtain, a valid Class C California driver's license. Independent travel will be required.

A Pre-employment background check may also be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, dust, poll conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

San Benito County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, San Benito County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.