

**RESOLUTION TO AMEND BASE WAGES FOR JOB CLASSIFICATION
PARALEGAL I, PARALEGAL II, AND PARALEGAL III FOR FISCAL YEAR
2020/2021 FOR COUNTY COUNSEL DEPARTMENT #20080**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification covering all positions in the County service; and

WHEREAS, The Board of Supervisors directed Human Resources Director to review the base pay rates for the Paralegal I/II/III job classifications; and

WHEREAS, the 1.0 FTE funded and allocated position is necessary in the daily operational needs of the County Counsel Department; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's base rate of pays for 1.0 FTE for Paralegal I base wage 2124, II base wage 2342, and III base wage 2685 funded and allocated for the County Counsel Department #20080; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2020/2021 Job Classification Plan for the following 1.0 FTE funded and flexibly allocated positions:

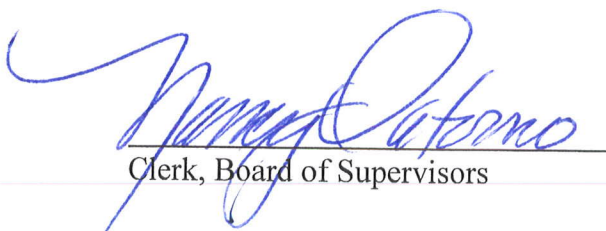
<u>Job Classification</u>	<u>Current Base Wage</u>	<u>Proposed Base Wage</u>
Paralegal I	\$17.06	\$21.24
Paralegal II	\$18.82	\$23.42
Paralegal III	\$20.76	\$26.85

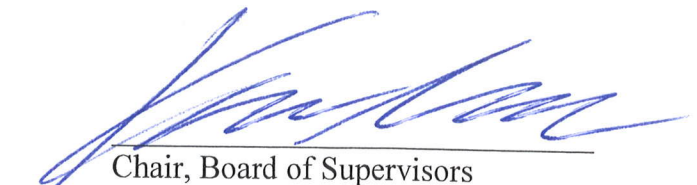
The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 17th day of November, 2020 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, ENGEL, GOSS

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE


Clerk, Board of Supervisors


Chair, Board of Supervisors

PLUMAS COUNTY

REVISED: 11/2020

PARALEGAL I

DEFINITION

Under general supervision, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required

DISTINGUISHING CHARACTERISTICS

This is a specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal I class performs the duties with a lesser degree of independence and discretion than a Paralegal II. Work under the formal supervision of an attorney. It is the entry and first working level for the series.

REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

PARALEGAL I - 2

EXAMPLES OF DUTIES

- Provides support and assists with the Small Claim Court Advisor Program.
- Provides basic small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquires to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/ or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs basic legal research and analysis of a variety of legal documents, learning more comprehensive legal research methods.
- Prepares expenditure claims and submits them to the Auditor.
- Assists with Department's annual budget preparation.
- Monitors budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

PARALEGAL I - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Basic knowledge of standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Basic Law Library procedures.

Ability to:

- Perform the more routine specialized legal and secretarial work involving the use of independent judgment and initiative.
- Learn to perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

PARALEGAL I - 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of legal secretarial and support experience comparable to a Legal Secretary with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

Special Requirement:

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PARALEGAL II

DEFINITION

Under direction, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized paraprofessional class series in the confidential Unit. An incumbent in the Paralegal II class performs the duties with a greater degree of independence and discretion and may be assigned program management responsibilities as well as providing legal research for County Departments. The Paralegal I is an entry working level and performs specialized paralegal duties of a routine nature and under the formal supervision of an attorney.

REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

PARALEGAL II - 2

EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquiries to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Discusses pending business and case strategy with attorneys.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and / or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs legal research and analyzes a variety of legal documents, files, and records.
- Drafts and prepares the office budget.
- Prepares expenditure claims and submits them to the Auditor according to deadlines.
- Monitor changes to government guidelines or regulations and submit reports on pertinent changes.
- Assists with Department's annual budget preparation.
- Monitors Department's budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

PARALEGAL II - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

KNOWLEDGE OF

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Law Library procedures.
- Small claim rules and procedures.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

ABILITY TO

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

PARALEGAL II - 4

TRAINING AND EXPERIENCE

_____Qualifications needed for this position:

One (1) year of experience comparable to a Paralegal I with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

SPECIAL REQUIREMENT

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PARALEGAL III

DEFINITION

Under general direction, of a licensed attorney to provide all support work in a legal office, including the highest level of paralegal work, legal secretarial, and general support duties; functions as the office manager, may prepare budget, tracks fiscal expenses and procures office supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced specialized paraprofessional class series. An incumbent in the Paralegal III class performs paralegal work in a variety of complex, program areas or specialty fields under general direction of an attorney in accordance with ABA Rules of Professional Conduct. This job is distinguished from the Paralegal II due to the independent discretion and judgment of the incumbent. Extensive experience and highly developed skills are required to perform the duties assigned. Projects assigned to this position are highly complex in nature and usually have a larger impact on the county than projects handled by lower level paralegals/legal assistants.

REPORTS TO

Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise or serve as a lead worker to Legal Assistants, Paralegal I, Paralegal II and other clerical support staff.

EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides legal guidance to small claims litigants on legal issues including, but not limited to explaining procedures, proper jurisdiction, appropriate use of forms and assistance on presenting claim, motions, etc. before the court.
- Pursues continuing education to stay informed and aware of changing laws, procedures and forms pertaining to small claims.
- Develops, revises and implements office policies and procedures.
- Develops and provides input into budget matters, service and supply requisitions.
- Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Drafts legal opinions, contracts, leases, agreements, drafts motions, petitions and orders brought before the court.
- Performs legal research on an extensive level with little or no direct supervision.
- Confers with county departments in order to draft resolutions/ordinances for presentation to Board of Supervisors.
- Evaluate answers inquires to the department concerning routine legal questions, status of pending litigation and matters pertaining to the Board of Supervisor's agenda items.
- Discusses and analyzes pending business and case strategy with attorneys.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other related documents and/or other written materials, searches, retrieves and/or researches public and private records in accordance with applicable state and federal laws governing access to these records.
- Determines needs in discovery, and/or complete discovery; participates in decision making strategy sessions in preparing cases for court.
- Maintains document and organizes case files and trial folders.
- Prepare trial or hearing materials including organizing evidence, preparing trial displays and exhibits, locating, obtaining, tracking and disseminating information/evidence, etc., manages trial exhibits, and evidence procedures are followed/completed.
- Takes note and make observation during proceeding; assist in tracking existing and proposed legislation.
- Serves as a receptionist, screening calls greeting visitors and providing information and assistance to the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; repetitive use of hands; bending and twisting waist and of neck, continuous upward and downward flexion of the neck, squatting, simple grasping, reaching above and below shoulder level and carrying files weighing up to 10 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

KNOWLEDGE OF:

- Small claim rules and procedures.
- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct and proper English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

ABILITY TO:

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft a variety of legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.

ABILITY TO CONTINUED:

- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

A minimum of three (3) years of full time journey level paralegal experience in a law or government office setting performing legal research and assisting in drafting pleadings and legal correspondence while working under the direct supervision of an attorney.

OR

A minimum of three (3) years of experience as a Paralegal II in the County of Plumas.

SPECIAL REQUIREMENT

Incumbent must possess a Paralegal Certificate from an accredited university, college or other educational institution. Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

PLUMAS COUNTY

REVISED: 11/2020

PARALEGAL I

DEFINITION

Under general supervision, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's ~~or District Attorney's~~ Office; to provide secretarial support to the County Counsel ~~or District Attorney~~; and to do related work as required.

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DISTINGUISHING CHARACTERISTICS

This is a specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal I class performs the duties with a lesser degree of independence and discretion than a Paralegal II. Work under the formal supervision of an attorney. It is the entry and first working level for the series.

REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel ~~or District Attorney~~.

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CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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Last Revised: 11/95

PARALEGAL I - 2

EXAMPLES OF DUTIES

- Provides support and assists with the Small Claim Court Advisor Program.
- Provides basic litigation support to small claims litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquires to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/ or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs basic legal research and analysis of a variety of legal documents, learning more comprehensive legal research methods.
- Prepares expenditure claims and submits them to the Auditor.
- Assists with Department's annual budget preparation.
- Monitors budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

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PARALEGAL I - 3

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

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- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Basic knowledge of standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Basic Law Library procedures.

Ability to:

- Perform the more routine specialized legal and secretarial work involving the use of independent judgment and initiative.
- Learn to perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

Deleted: or District Attorney

PARALEGAL I - 4

Training and Experience: Qualifications needed for this position:

Two (2) years of legal secretarial and support experience comparable to a Legal Secretary with Plumas County.

Equivalent to completion of a specialized course of paralegal training.

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Special Requirement:

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

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All County of Plumas employees are designated Disaster Service Workers through State law* (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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Deleted: Possession of a college paralegal certificate is highly desirable. Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

PARALEGAL II

DEFINITION

Under direction, to perform a variety of paralegal, legal secretarial, and general clerical duties in support of the County Counsel's Office; to provide secretarial support to the County Counsel; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized paraprofessional class series in the confidential Unit. An incumbent in the Paralegal II class performs the duties with a greater degree of independence and discretion and may be assigned program management responsibilities as well as providing legal research for County Departments. The Paralegal I is an entry working level and performs specialized paralegal duties of a routine nature and under the formal supervision of an attorney.

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REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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PARALEGAL II - 2

EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides small claims litigation support to litigants on legal issues including explaining procedures depending on the type of case, proper jurisdiction, appropriate forms, and procedures.
- Performs small claims legal research as required.
- Responds to inquiries relating to small claims.
- Confers with various departments in order to draft routine resolutions/ordinances for presentation to Board of Supervisors.
- Answers inquiries to County Counsel's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Discusses pending business and case strategy with attorneys.
- Reviews and organizes files based on case specifications and attorney requests.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other documents.
- Maintains records of case dispositions.
- Calendars action.
- Prepares notices and/or subpoenas.
- Prepares deposition summaries.
- Communicates with law firms and the Courts.
- Drafts basic pleading.
- Performs legal research and analyzes a variety of legal documents, files, and records.
- Drafts and prepares the office budget.
- Prepares expenditure claims and submits them to the Auditor according to deadlines.
- Monitor changes to government guidelines or regulations and submit reports on pertinent changes.
- Assists with Department's annual budget preparation.
- Monitors Department's budget and expenditures.
- Orders office materials and supplies.
- Performs word processing duties to produce a variety of legal documents including resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements.
- Provides secretarial and administrative support to the County Counsel and Deputy County Counsel office staff.
- Maintains appointment calendars, scheduling meetings and preparing travel arrangements.
- Serves as secretary for committees, transcribing, preparing, and distributing meeting minutes.
- Opens and routes mail.
- Copies, files, and FAXs correspondence.
- Serves as receptionist, screening calls, greeting visitors, and providing information and assistance to the public.

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PARALEGAL II - 3

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TYPICAL PHYSICAL REQUIREMENTS

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Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

KNOWLEDGE OF

- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Law Library procedures.
- Small claim rules and procedures.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

ABILITY TO

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft resolutions, ordinances, and legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.
- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

Last Revised: 11/95

PARALEGAL II - 4

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TRAINING AND EXPERIENCE

Qualifications needed for this position:

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One (1) year of experience comparable to a Paralegal I with Plumas County.

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likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:¶

Equivalent to completion of a specialized course of paralegal training.

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SPECIAL REQUIREMENT

Possession of a college paralegal certificate is highly desirable.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Deleted: Possession of a college paralegal certificate is highly desirable. Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

PARALEGAL III

DEFINITION

Under general direction, of County Counsel to provide all support work in a legal office, including the highest level of paralegal work, legal secretarial, and general support duties; functions as the office manager, budget preparation, tracks fiscal expenses and procures office supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced specialized paraprofessional class series in the Confidential Unit. An incumbent in the Paralegal III class performs paralegal work in a variety of complex, program areas or specialty fields under general direction of an attorney in accordance with ABA Rules of Professional Conduct. This job is distinguished from the Paralegal II due to the independent discretion and judgment of the incumbent. Extensive experience and highly developed skills are required to perform the duties assigned. Projects assigned to this position are highly complex in nature and usually have a larger impact on the county than projects handled by lower level paralegals/legal assistants.

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REPORTS TO

County Counsel, Assistant County Counsel, or Deputy County Counsel

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise or serve as a lead worker to Legal Assistants, Paralegal I, Paralegal II and other clerical support staff

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PARALEGAL III – 2

EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides legal advice to small claims litigants on legal issues including, but not limited to explaining procedures, proper jurisdiction, appropriate use of forms and assistance on presenting claim, motions, etc. before the court.
- Pursues continuing education to stay informed and aware of changing laws, procedures and forms pertaining to small claims.
- Develops, revises and implements office policies and procedures.
- Develops and provides input into budget matters, service and supply requisitions.
- Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Drafts legal opinions, contracts, leases, agreements, drafts motions, petitions and orders brought before the court.
- Performs legal research on an extensive level with little or no direct supervision.
- Confers with county departments in order to draft resolutions/ordinances for presentation to Board of Supervisors.
- Evaluate answers inquires to the department concerning routine legal questions, status of pending litigation and matters pertaining to the Board of Supervisor's agenda items.
- Discusses and analyzes pending business and case strategy with attorneys.
- Provides litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other related documents and/or other written materials, searches, retrieves and/or researches public and private records in accordance with applicable state and federal laws governing access to these records.
- Determines needs in discovery, and/or complete discovery; participates in decision making strategy sessions in preparing cases for court.
- Maintains document and organizes case files and trial folders.
- Prepare trial or hearing materials including organizing evidence, preparing trial displays and exhibits, locating, obtaining, tracking and disseminating information/evidence, etc., manages trial exhibits, and evidence procedures are followed/completed.
- Takes note and make observation during proceeding; assist in tracking existing and proposed legislation.
- Serves as a receptionist, screening calls greeting visitors and providing information and assistance to the public.

PARALEGAL III – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; repetitive use of hands; bending and twisting waist and of neck, continuous upward and downward flexion of the neck, squatting, simple grasping, reaching above and below shoulder level and carrying files weighing up to 10 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

KNOWLEDGE OF:

- Small claim rules and procedures.
- Legal terminology, forms and documents used in legal support work.
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Standard legal references materials and legal research techniques.
- Correct and proper English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Filing techniques.
- Policies, procedures, and practices common to the management of a law office.
- Basic accounting techniques.

ABILITY TO:

- Perform specialized legal and secretarial work involving the use of independent judgment and initiative.
- Perform varied and responsible legal research assignments.
- Draft a variety of legal documents.
- Maintain accurate records and prepare reports.
- Act as an advisor to litigants involved in small claims cases.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Prepare legal documents, correspondence and memoranda.
- Communicate effectively, both orally and in writing.
- Prepare and monitor an office budget.
- Read, comprehend, and analyze a variety of legal documents, files, records.
- Read, comprehend, and interpret applicable Federal and State laws, statutes, and codes.

PARALEGAL III – 4

ABILITY TO CONTINUED:

- Effectively represent County Counsel's Office and services with the public.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Required experience:

1. A minimum of three (3) years of full time journey level paralegal experience in a law or government office setting performing legal research and assisting in drafting pleadings and legal correspondence while working under the direct supervision of an attorney.

OR

2. A minimum of three (3) years of experience as a Paralegal II in the County of Plumas.

AND

Required Education:

Incumbent must possess a Paralegal Certificate from an accredited university, college or other educational institution.

SPECIAL REQUIREMENT

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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MISC PERS - Current EE Paralegal III

Step 3 FY 20/21 Step 4 FY 21/22 Step 5 FY 22/23 Step 5 FY 23/24 Step 5 FY 24/25

Current Range - & \$22.89								
Current Range Annual								
Retirement								
FICA / Medicare								
Total								
Proposed Annual Increase \$								
Retirement								
FICA/Medicare								
Total								
Five Year Differential								
Five year increase to Personnel Budget								

Total as a % of payroll								
ULA Payment								
New figures as of 9/2020								

Exhibit B

County of Plumas
Pay Schedule

Effective as of 07/14/2020 per Board of Supervisors Resolution No. 2020-8503
Revised as of 10/13/2020 per Resolution No. 2020-8526 and adopted by the Board as of 11/03/2020 per Resolution No. 2020-8531

CONFIDENTIAL EMPLOYEE UNIT

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70	\$24.90	\$26.15	\$27.45	\$28.84	\$30.28
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61
ASST RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55	\$35.23	\$37.00	\$38.84	\$40.79
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.92	\$37.71	\$39.61	\$41.60
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47	\$47.75	\$50.14
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67	\$55.31	\$58.09	\$60.98
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33	\$23.46	\$24.63	\$25.87	\$27.17	\$28.52
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80	\$20.79	\$21.83	\$22.93	\$24.08	\$25.29
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
PARALEGAL 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
PARALEGAL 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
PARALEGAL 3	\$20.76	\$21.80	\$22.89	\$24.05	\$25.25	\$26.51	\$27.85	\$29.25	\$30.71	\$32.26
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94	\$37.73	\$39.63
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61

Exhibit C

County Counsel

Craig Settlemyre

Deputy County
Counsel

III

Gretchen Stuhr

Deputy County
Counsel

II

Sara James

Paralegal III
Kristina Rogers