

## **PARALEGAL I**

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized paraprofessional class series. An incumbent in the Paralegal I class performs the duties with a lesser degree of independence and discretion than a Paralegal II. It is the entry and first working level for the series.

### **REPORTS TO**

County Counsel or District Attorney.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **PARALEGAL I - 2**

### **EXAMPLES OF DUTIES**

- Provides support and assists with the Small Claim Court Advisor Program.
- Provides basic 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 or District Attorney's Office concerning routine legal questions, status of pending litigation actions and Board of Supervisor's actions.
- Reviews and organizes files.
- 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 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, District Attorney and other professional 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; 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 or District Attorney's Office and services with the public.
- Establish and maintain cooperative working relationships.

## **PARALEGAL I - 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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.