

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. 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 more routine nature and under closer supervision.

REPORTS TO

County Counsel.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Manages the Small Claim Court Advisor Program.
- Provides 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.
- 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.
- 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 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.

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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.

TYPICAL WORKING CONDITIONS

Work is performed in an office; 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.

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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:

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.