

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 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.

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

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.