



<b>WORKING TITLE:</b> PARALEGAL	<b>CLASSIFICATION:</b> PARALEGAL
<b>DEPARTMENT:</b> DISTRICT ATTORNEY	<b>DIVISION:</b> DISTRICT ATTORNEY
<b>PAY RANGE:</b> OPEU 17	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8820
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Makes legal decisions under Attorney supervision and assists Attorneys in processing cases within designated specialized categories.

***SUPERVISION RECEIVED:***

Works under supervision of the District Attorney or County Counsel who assigns duties and reviews work according to defined job responsibilities of the appropriate department.

***SUPERVISION EXERCISED:***

May exercise some supervision over clerical staff and/or legal interns, depending upon work assignments and department.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Conducts intake interviews and identifies civil, criminal, and non-legal problems. Refers sensitive/serious matters to attorney for review.
- Determines factual elements pertaining to the characteristics of individual cases.
- Reviews some specific categories of offenses, drafts appropriate pleading, and, after approval of attorney, files documents with the court or takes appropriate non-legal action.
- Investigates and researches matters necessary to filing and enforcement of appropriate proceedings.
- Monitors assigned caseload to assure suitable compliance.
- Prepares reports of actions taken and maintains necessary office records.
- Assesses problems and negotiates equitable orders with attorney approval.
- Conducts inquiries, personally or by telephone, of witnesses, friends, relatives, neighbors, employees, state, city, county, or federal agencies, and others for pertinent information.
- Maintains calendar systems to advise attorneys of scheduled court hearings and to assure necessary files and information are available prior to hearings or deadlines.
- Assists prosecutor at hearings as necessary.
- Undertakes noncomplex legal research.
- Establishes appropriate procedures and policy under direction of supervision and maintains financial records necessary for reimbursement.

- Performs other related work as required by individual job descriptions.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Legal principles, practices, and terminology relative to specific functions of the job.

#### **SKILL IN:**

- Interacting effectively with the public in sensitive legal matters.
- Effective communication, both orally and in writing.

#### **ABILITY TO:**

- Analyze facts and evidence, and to arrive at logical conclusions.
- Set forth facts and decisions in concise written form.
- Maintain case/office records necessary for operation of required duties.
- Make legal decisions and assist attorneys in preparation of courtroom matters.
- Perform required tasks independently.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree AND two years' experience in law enforcement or law office OR paralegal training with four years' practical legal experience within related field is required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable*

*individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*