



<b>WORKING TITLE:</b> PARALEGAL	<b>CLASSIFICATION:</b> PARALEGAL
<b>DEPARTMENT:</b> COUNTY COUNSEL	<b>DIVISION:</b> COUNTY COUNSEL
<b>PAY RANGE:</b> NBYCM 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 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs a variety of legal administrative duties for the Office of County Counsel; provides paralegal assistance to attorneys; performs limited legal research; prepares, reviews, and edits legal documents including contracts, pleadings and memoranda; electronic filings with state and federal courts; general office support and file management.

***SUPERVISION RECEIVED:***

Works under supervision of County Counsel. County Counsel may assign duties and review work according to defined job responsibilities.

***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:**

- Performs general administrative, clerical, and reception duties.
- Manages and maintains files, including contracts and procurement database.
- Assists in the preparation of legal documents under attorney supervision including legal memoranda, pleadings, motions, contracts, case records, Board orders, resolutions, and ordinances.
- Assist with update and maintenance of policies and procedures, including county code and foreclosed/surplus property programs.
- Corresponds with county staff, courts, other lawyers, and the public.
- Prepares/transmits electronic filings.
- Tracks and maintains annual insurance policies, certificates and endorsements, performance and payment bonds.
- Coordinates and tracks annual bonding of elected officials, Fair Board members, probation officers, and other bonded employees.
- Maintains calendar systems to advise attorneys of scheduled court hearings, assuring

necessary files and information are available prior to hearings or deadlines.

- Assists attorneys at hearings as necessary.
- Undertakes noncomplex legal research.
- Establishes appropriate procedures and policy under direction of supervisor.
- Assists in maintaining budget and financial records necessary for payment and reimbursement.
- Performs other related work as required by individual job descriptions.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Legal principles, practices, and terminology relative to assigned duties.
- Principles and practices of office and file management.
- Business English, grammar, and composition.

#### **SKILL IN:**

- Research, analysis, communication (oral and written), planning, and organization.
- Editing and proofreading with emphasis on proper grammar and punctuation.
- 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.
- Assist attorneys in preparation of legal documents.
- Prioritize and perform required tasks independently and in a timely manner.
- Operate in the Microsoft Windows Office environment using Word, Excel and One Drive, as well as Oracle cloud database products and related programs.
- Establish and maintain effective working relationships with department employees, other county employees, county officials, and the public.
- Work in a team environment and interact with the public and co-workers in a pleasant, tactful, and courteous manner.
- Attend work as scheduled and/or required.

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

Bachelor's degree and two years' experience in a 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 workday.

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.*