



PARALEGAL 2

Department: Assigned Counsel

Job Class #: 218800

Pay Range: General 43

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is advanced legal work performed in support of the Department of Assigned Counsel. An employee of this class is responsible for preparing case files and reports; responding to formal interrogatories by both parties in preparation for trial; locating, contacting, interviewing witnesses and scheduling witnesses for court appearances; preparing and serving court documents with appropriate agencies; preparing exhibits, diagrams, photographs or evidence for trial; conducting research; reviewing data and records; and preparing personal service agreements and authorizations with expert witnesses. Work is performed with considerable latitude and use of independent judgement with close adherence to established guidelines, procedures and legal policies. Incumbents possess considerable knowledge of the juvenile and civil justice systems. Duties are performed in various areas of the unit and work is reviewed periodically by an administrative superior for accuracy and conformance to established policies and procedures.

ESSENTIAL FUNCTIONS

- Responds to formal questions or inquiries from parties in preparation for trial.
- Contacts witnesses to gain necessary information for trial; conducts formal interviews of witnesses; schedules witnesses for appearance at trials.
- Prepares and drafts formal legal documents and pleadings, such as affidavits, motions, interrogatories, and ER904 responses; prepares legal documents for court filing and issuance to parties.
- Acts as liaison between clients and other parties to actions; maintains contact with both clients and service providers involved with those clients to assess and ensure compliance and progress with court orders.
- Conducts legal and other research of records, data, and various materials from governmental and private sources.
- Prepares exhibits, diagrams, videotapes, photographs, surveys and other related materials for court presentation; may be present to provide assistance to attorneys during trial.
- Prepares and maintains case files for trial; works with parties to the action, court agencies, law enforcement agencies and the public regarding related case preparation and liaisons with county agencies; maintains time tracking system for case management and calendar for case scheduling.
- Provides assistance and guidance to other staff assigned to the work unit.

OTHER JOB FUNCTIONS

- Performs other related job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge and understanding of the criminal and/or civil justice system with particular emphasis on juvenile court procedures.
- Knowledge of legal terminology, legal documents and legal procedures.
- Knowledge of the various services available to members of the indigent community and the ability to act as liaison to providers for procurement of services while facilitating clients'/attorney's needs.

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- Ability to communicate effectively both orally and in writing.
- Ability to interpret court rules, procedures, and juvenile court proceedings, in particular.
- Ability to independently draft professional letters and legal documents (i.e. motions, declarations, orders).
- Ability to process large volumes of paperwork, handle multiple tasks in a timely manner, and work under strict deadlines.
- Ability to perform legal research utilizing related software applications (i.e. Lexis, CDLaw) and research current case law and statutes.
- Ability to deal with a variety of people in potentially stressful situations.
- Ability to take photographs, draw sketches and survey accident sites.
- Ability to arrange meetings, conferences, schedule witnesses for testimony and maintain trial schedules.
- Ability to use and operate various office equipment such as calculator, copier, computer and word processor.
- Ability to conduct collection of data and/or records, and prepare documents for trial presentation.
- Ability to physically perform the essential job functions.
- Ability to meet the traveling requirements of the position.

RECRUITING REQUIREMENTS

Certificate from an accredited program in Paralegal Studies and two or more years experience performing paralegal or related legal responsibilities preferably within the civil justice system. Additional education or experience in a related discipline may substitute for the recruitment requirements.