



**PARALEGAL 2
CIVIL DIVISION**

Department: Prosecuting Attorney's Office
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

The paralegal assists civil litigation attorneys with discovery management, case planning, organizing and preparation, witness organization and management, exhibit preparation, document preparation and many other responsibilities. Some legal research is also assigned. The ability to work with different people, to adapt to different styles of litigation preparation and to work under stress, including carrying out last minute assignments, is a must. This work is performed with use of independent judgment with close adherence to established criteria and legal policies.

ESSENTIAL FUNCTIONS

- Management of voluminous discovery in civil litigation, including use of computer litigation software, document review and organization, summarizing discovery, redacting documents, and maintaining records in an organized and accessible manner.
- Typing and/or keyboarding a variety of materials in final form from written matter utilizing computer; ensures accuracy of information including correct grammar, spelling, punctuation, legal terminology and capitalization of material typed.
- Responds to formal questions or inquiries from both parties involved in lawsuit in preparation for trial.
- Contacts witnesses to gain necessary information for trial; conducts formal interviews of witnesses; schedules witnesses for appearance at trials. Composes and prepares in draft form legal documents, such as pleadings, affidavits and contracts, for court filing and issuance to both parties.
- Conducts research of records, data, and other materials from government and private sources.
- Assists attorneys in preparing exhibits, diagrams, video tapes, photographs, surveys and other related materials for court presentation. Uses computer programs to prepare exhibits. Assists during trial.
- Prepares and maintains computerized and paper files and records for civil litigation. Manually retrieves paper and electronic records.
- Works with other attorneys, court agencies, law enforcement agencies and the public regarding case preparation and liaison with county agencies.
- Conducts field work to survey accident sites, verify data and other information.
- Maintains tracking system for case management and calendar for case scheduling.
- Provides direction, assistance, and guidance to other staff assigned to the work unit.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite. Work may occasionally include evenings, weekends, holidays and overtime

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Considerable knowledge and understanding of the civil justice system.
- Knowledge of legal terminology, legal documents and legal procedures.
- Electronic document management

Skill in:

- Creativity and open-mindedness.
- Strong learning acumen.

Ability to:

- The desire and ability to uphold the mission and core values of the Pierce County Prosecutor's Office as outlined below.
- The ability to interact in a positive and engaging manner with internal and external customers treating every contact as a valued individual contributing to inclusiveness in the work environment and embracing and promoting diversity.
- Exceptional interpersonal ability and strong written and verbal communication skills.
- The ability to multi-task and handle numerous responsibilities simultaneously in a fast-paced environment. The ability to build partnerships and promote teamwork.
- The ability to work with different people, to adapt to different styles of litigation preparation and to work under stress, including carrying out last minute assignments, is a must.
- Ability to establish and maintain effective working relations with co-workers, private attorneys, court agencies, law enforcement agencies and the public.
- Ability to use word processing programs and develop exhibits via a computer.
- Ability to type on a personal computer at an acceptable level of proficiency for independent production of work product and operate standard office machines.
- Ability to maintain regular and predictable attendance.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY:

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.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.