



General Summary of Classification:

Performs a wide array of paraprofessional legal and administrative support duties in support of attorneys in the County Attorney's or Commonwealth Attorney's offices; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Collaborates closely with attorneys to provide critical support including but not limited to: receiving, reviewing, organizing and maintaining case-related affidavits, pleadings, appeals and other litigation-related records and documents, conducting routine factual and legal research, interviewing and preparing statements and witnesses for trial, drafting correspondence and memoranda, preparing and filing legal motions, pleas and related memoranda as directed, and assisting attorneys in court as needed (e.g. handling exhibits, taking notes, reviewing trial transcripts, etc.);
- Coordinates the logistics for attorneys to attend meetings, hearings, depositions and trials, issuing notices and subpoenas, coordinating schedules, reserving meeting space, ensuring and maintaining the readiness of trial notebooks for use, transporting exhibits and documents to/from the courtroom, setting up computers and other equipment, etc.;
- Prepares trial notebooks, to include exhibits, lists of witnesses, abstracts of deposition transcripts, summaries of facts and testimony, memoranda of legal points and authorities and lists of addresses and phone numbers;
- Builds and maintains professional working relationships with assigned attorneys, all department staff, County staff in various departments relevant to assigned duties, and all participants and stakeholders engaged in the judicial processes;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the paralegal field; sound knowledge and understanding of substantive law and procedural law; sound working knowledge of law library with demonstrated ability to effectively use law library and other relevant resources to assist attorneys and research legal information fully and accurately; sound interviewing a skills with demonstrated ability to conduct effective interviews; demonstrated ability to analyze and organize complex legal and technical issues and information; sound working knowledge of legal documents with the demonstrated ability to accurately prepare drafts of a wide variety of legal documents for attorneys; excellent time management and attention to detail.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications, prepare, organize and maintain documents in paper and/or electronic forms, and to complete assigned tasks. Must be proficient with electronic database management and software used for electronic discovery obtained by the parties during litigation or investigations.
- **Interpersonal, Communication and Customer Service;** Critical to have effective multitasking skills to support multiple attorneys with heavy caseloads and appropriately manage large amounts of data, documents and competing deadlines; discretion and tact with the demonstrated ability to listen effectively and to communicate and interact professionally with diverse populations of relevant stakeholders; ability to communicate clearly and concisely, verbally and written, with a diverse array of stakeholders; and excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Collaborates with a diverse array of stakeholders with competing priorities and successfully manages own heavy workload to meet assigned and competing deadlines in a potentially high stress environments.
- **Leadership:** Serves as the primary point of contact for attorneys and court docket schedules, may also serve as a primary contact for court personnel, witnesses, citizens, opposing counsel and other internal and external stakeholders as needed.
- **Environment:** Routinely works in office, courtroom, conference room and law library settings, as well as other locations as needed to perform assigned job duties. May routinely work in high stress environments.
- **Physical:** Visual and hearing acuity sufficient to engage in effective interviews and collaborations. Physical ability sufficient to prepare, lift, carry and otherwise move a wide array of work-related materials (paper, electronics, notebooks, etc.) and perform assigned duties in various duty-related locations as needed.

Minimum Education and Experience:

Education: Post-secondary studies, training or program resulting certification or degree as a legal assistant or paralegal;

Experience: Four (4) years of experience working as a legal assistant or paralegal, preferably supporting litigation attorneys;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.