



### General Summary of Classification:

Serves as a working supervisor to an assigned staff of paralegals and other support staff as assigned; 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.*

- Supervises an assigned staff of full-time, part-time and temporary paralegals and support staff, includes managing staff schedules, timecards and leave, providing feedback, coaching and performance evaluations, serving as a resource and subject matter expert (SME) for assigned staff and performing other related activities not limited to selection, training, coaching, disciplinary actions and staff development;
- Performs all the duties assigned to a paralegal including but not limited to collaborating closely with attorneys to provide a wide array of critical support, coordinating logistics, handling research and interviews, accurately preparing and filing a diverse array of paper and electronic legal documents, etc.;
- Prepares and maintains accurate up-to-date trial notebooks, to include exhibits, lists of witnesses, abstracts of deposition transcripts, summaries of facts and testimony, memoranda of legal points and authorities, and contacts' information;
- Builds and maintains professional working relationships with assigned staff and 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:** Excellent knowledge of the paralegal field; excellent knowledge and understanding of substantive law and procedural law; expertise utilizing law library and other relevant resources to assist attorneys and research legal information fully and accurately; excellent interviewing a skills; demonstrated ability to analyze and organize complex legal and technical issues & information; excellent 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 staff and a diverse array of stakeholders with competing priorities, successfully manages heavy workloads to meet assigned and competing deadlines in a potentially high stress environments.
- **Leadership:** Supervises an assigned staff of paralegals, serves as key resources and SME for staff by providing training and guidance. 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.