

FILLMORE COUNTY JOB DESCRIPTION

Paralegal

DEPARTMENT: County Attorney		JOB TITLE OF SUPERVISOR: County Attorney
PAY GRADE/RANGE: 6	BARGAINING UNIT:	FLSA STATUS: Non-exempt

CLASSIFICATION SUMMARY

Assist County Attorney and Assistant County Attorney in all County related work, including research of laws, reading and analysis of investigative reports to determine charges, drafting of legal documents and correspondence, and answering routine questions concerning the department. Incumbent provides lead worker direction to legal secretary and non-attorney staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Read and analyze investigative reports received from law enforcement agencies and determine charges to be brought. Prepare and type formal complaints, pleadings, and correspondence notifying parties of upcoming hearings and procedures. File documents, schedule hearings, communicate with related County departments, and maintain records.	Daily 40%
Transcribe dictated correspondence and pleadings from attorneys.	Daily 15%
Provide lead worker direction to legal secretary and non-attorney staff. Trains office staff in the routines and operations of the department. Explains and provides instruction in policies, programs, rules and administrative routines. Provides assistance in more non-routine questions, issues, complaints or concerns raised by the public or other staff members.	Daily 10%
Types notification letters to victims and corresponds with victim services to keep parties apprised of upcoming hearings and procedures.	Daily 5%
Organize files and monitor that procedures are done in a timely manner. Advise officers/witnesses of hearing dates and when their testimony will be needed.	Daily 5%

Prepare child support pleadings based on written request from Social Services. Set court dates and serve documents to parties of cases.	Daily 20%
Consult with victims/witnesses in absence of victim service worker. Assist in preparation of affidavit of restitution.	Weekly 5%
Performs other duties of a similar nature or level.	As required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A minimum of an AA degree or vocational certification as a paralegal or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- None

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Legal terminology
- Minnesota State Statutes
- Court Procedures
- Office procedures, computer and office equipment, and department computer software
- Composing legal documents
- Child Support Procedures

REQUIRED SKILLS *(position requirements at entry)* skill and ability in:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, criminal complaints, legal documents and correspondence, and procedure manuals.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to operate computer and run related software.
- Operating various office equipment including, transcription and dictation machines, fax and copy machines, telephone system, and typewriter.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Requires the skill and persuasion in dealings with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to

gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the County in matters where there are legitimate differences of opinion.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment will commonly be an office/courtroom setting with few hazards. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 11/1999 01/2008