



Paralegal

Job Description

Department: Attorney
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Deputy County Attorney or
Bureau Chief - Investigations

Summary

Under general supervision of a Deputy County Attorney or Bureau Chief – Investigations, performs para-professional legal work at a full performance level, using significant independence and judgment. Includes duties such as conducting legal research and preparing legal documents, preparing trial and hearing materials, preparing witnesses for hearings and trials, conducting the initial screening of criminal and juvenile cases, and responding to record requests. Incumbents in this classification may be assigned to the Criminal Division, Civil Division, or the Bureau of Investigations. Incumbents with sufficient experience may lead and direct the work of others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct legal research and prepare legal documents and memoranda including but not limited to charging documents, motions, responses and jury instructions.
2. Independently prepare trial and hearing materials including displays, presentations and exhibits using computer software, Internet resources and other traditional means; independently obtain, prepare and organize information, data and evidence for use by attorneys and investigators in hearings or trials.
3. Prepare witnesses for hearings and trials; meet with witnesses and review evidence and legal strategies; locate witnesses using specialized Internet and computer software resources.
4. Research and retrieve public and private records and other factual and legal documentation in accordance with applicable state and federal laws.
5. Conduct initial screening of criminal and juvenile cases; review reports and other factual and legal information and prepare cases for further action by attorneys.
6. Develop and maintain expertise in computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials; may train attorneys and other staff members in their use.
7. Gather and analyze data; produce reports relating to office functions, procedures, and crime statistics; analyze evidence and detect discrepancies, trends, and aberrations in data and evidence.

For Office Use Only

Job Code: 5700

Job Title: Paralegal

FLSA: Non-Exempt

Effective Date: 8/16/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Respond to questions and complaints from involved parties and the public regarding office functions and procedures, court functions and procedures, County department functions and procedures, case dispositions, and victim rights.
9. Under direction of the assigned attorney, respond to GRAMA requests for County records by gathering, reviewing and preparing public records for disclosure.

Additional duties may include:

1. Prepare and track grant requests and administer grant awards.
2. Prepare trial folders and notebooks for use in case presentations.
3. Function as evidence custodian.
4. Perform office Terminal Agency Coordinator duties and ensure office compliance with the policies, rules and procedures of the Utah Bureau of Criminal Identification.
5. Manage the extradition of prisoners in and out of the state.
6. Prepare subpoenas (investigative and duces tecum) and arrange for the judicial authorization and legal service of these documents.
7. Manage office file/case archiving systems and procedures.
8. Maintain office and/or division brief, contract and opinion indices/banks.

Knowledge, Skills, and Abilities

- Working knowledge of proper grammar, spelling, and punctuation
- Considerable knowledge of Attorney's Office policies and procedures and laws, codes, or regulations relevant to work performed
- Considerable knowledge of case preparation and investigation techniques
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in legal research software, word processing, data entry, and spreadsheets
- Advanced skill in computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials
- Skilled in using various software programs unique to the Attorney's Office and associated agencies
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to effectively prioritize and manage own work schedule
- Ability to conduct legal research both through books and electronically
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to independently prepare various legal documents
- Ability to organize and maintain filing systems
- Ability to train and lead others in para-professional legal work
- Ability to type accurately and at an acceptable rate, based on job duties

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Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor for other positions in the department and may lead other Paralegals.

Work Environment

This job operates in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to disturbing information or materials, and to individuals that are angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to the stress of unplanned, urgent projects as well as regular deadlines. The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, the ability to adjust focus, and to distinguish between colors and patterns. Incumbent must regularly work for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in Paralegal or Legal Assistant Studies from an accredited college or university. The following education may also be considered:
 - Bachelor's degree in a field related to position from an accredited college or university.

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- Associate degree in a field related to position from an accredited college or university plus two (2) years of legal assistant or paralegal work.

Preferred Education and Experience

1. Preference may be given to applicants with a documented typing speed of forty (40) WPM or more.

Additional Eligibility Qualifications

1. Applicant must possess, and if selected maintain, certification as a paralegal or legal assistant from one of the following:
 - National Association of Legal Assistants (NALA)
 - National Federation of Paralegal Associations (NFPA)
 - American Alliance of Paralegals, Inc.(AAPI)
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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