



# Paralegal I

## Job Description

Department: Attorney  
Position: Career Service  
Grade: 722  
Supervisory: No  
Paralegal Section Director,  
Reports to: Civil Division Chief or  
Bureau Chief - Investigations

### Summary

Under close to general supervision, conducts legal research, prepares legal documents, and supports trial preparation. Handles initial case screening, witness preparation, and record requests. This is the entry level classification of the Paralegal job series. Incumbents may be assigned to the Bureau of Investigations, Criminal Division, or Civil Division of the Utah County Attorney Office.

### Essential Functions

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

1. 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.
2. Conduct legal research and prepare legal documents and memoranda including but not limited to charging documents, motions, responses and jury instructions.
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. 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.

### For Office Use Only

Job Code: 5701

Job Title: Paralegal I

FLSA: Non-Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Respond to Government Records Access and Management Act (GRAMA) requests for County records under the direction of the assigned attorney 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. Manage the extradition of prisoners in and out of the state.
4. Prepare subpoenas (investigative and duces tecum) and arrange for the judicial authorization and legal service of these documents.
5. Manage office file/case archiving systems and procedures.
6. Maintain office and/or division brief, contract and opinion indices/banks.
7. Function as evidence custodian.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of legal procedures, terminology, and court systems
- Working knowledge of standard office practices
- Working knowledge of proper grammar, spelling, and punctuation
- Knowledge of the functions of the County Attorney Office
- Knowledge of Attorney Office policies, procedures, and laws, codes, or regulations relevant to work performed
- 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
- Skilled 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 organize workload amidst frequently changing priorities and deadlines
- Ability to utilize both traditional legal libraries and electronic legal research platforms
- 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 type accurately and at an acceptable rate, based on job duties

For Office Use Only

Job Code: 5701

Job Title: Paralegal I

FLSA: Non-Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Supervisory Responsibility**

This position has no direct supervisory responsibility.

**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, OR
2. The following combinations of education and experience will satisfy this requirement:
  - a. Bachelor's degree in a related field from an accredited college or university,
  - b. Associate degree in a related field from an accredited college or university plus two (2) years of legal assistant or paralegal work experience, or

**For Office Use Only**

Job Code: 5701

Job Title: Paralegal I

FLSA: Non-Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- c. A minimum of eight (8) years of legal assistant or paralegal work experience.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with a documented typing speed of forty (40) WPM or more.
2. Preference may be given to applicants who are bilingual in English and Spanish.

#### **Additional Eligibility Qualifications**

1. Incumbents must obtain, and thereafter maintain, certification as a paralegal or legal assistant from one of the following within twenty-four (24) months in position:
  - 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.

#### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

#### **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.

#### **For Office Use Only**

Job Code: 5701

Job Title: Paralegal I

FLSA: Non-Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**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 \_\_\_\_\_

For Office Use Only

Job Code: 5701

Job Title: Paralegal I

FLSA: Non-Exempt

Effective Date: 9/25/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor