

Classification Title: Paralegal

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Gathers information relevant to issues or litigation and interprets legal writings or documents in order to prepare legal documents for attorneys. Assesses factual situations and explains actions taken or decisions made.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Conducts title searches and drafts and files documents required in the acquisition of real property. Attends property closings and drafts and files documents, monitoring proper process service and deadlines as required by statutes.
2	L	Researches, drafts and files documents relative to complaints, summons, motions, judgments and commissioners deeds. Serves as commissioner to sale property at auction.
3	L	Advises revenue administration on required statutory procedures on title searches, deadlines, proper notice, drafting of property descriptions and attendance at foreclosure sales.
4	S	Advises revenue department as to claims and draft claim forms, motions and responses to objections of bankruptcy claims.
5	L	Prepares memorandums of law and performs litigation duties regarding drafting, reviewing, assembling, organizing and filing documents used in lawsuits to which the County is a party.

CLASSIFICATION REQUIREMENTS:

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Education	Two year associate's degree or diploma from an accredited paralegal program.
Experience	Five years experience in a law office or as a paralegal.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Notary Public, Paralegal Professional

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.