MONROE COUNTY

JOB DESCRIPTION

Position Title: PARALEGAL – Litigation		**Date**: 7/28/04
Position Level: 9	**FLSA Status**: EXEMPT	**Class Code**:

GENERAL DESCRIPTION

Primary function is to provide paralegal support services to BOCC, staff attorneys, and/or to designated departments.

KEY RESPONSIBILITES

*1. Carries out diverse and routine assignments using own initiative and independent judgment. Performs assignments as instructed.
*2. Provides paralegal support services to staff attorneys and to designated departments.
*3. Takes dictation and transcribes legal documents, letters and memos.
*4. Independently prepares legal documents requiring attorney approval.
*5. Independently composes and types necessary correspondence for signature.
*6. Responsible for the preparation and organization of litigation files handled by staff attorneys.
*7. Conducts legal research.
*8. Responsible for updating law library.
*9. Responsible for records management and destruction.
*10. Files pleadings with Clerk of Court and serves copies on opposing counsel.
*11. Calendars hearings and other matters for attorneys.
12. Serves as alternate to other support staff members in their absence.
13. Performs other duties as assigned.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: PARALEGAL – Litigation	**Class Code**: 9-21	**Position Level**: 9

KEY JOB REQUIREMENTS	
Education:	High School diploma or GED plus 1 year business college. Paralegal degree or certification preferred.
Experience:	5 to 7 years as a legal secretary; paralegal degree or certification and/or 1-2 years experience may be substituted.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned departments, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	None.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____