

JOB DESCRIPTION

Position Title:	Paralegal
Department:	Public Defender
Direct Supervisor:	Public Defender
J.L. Nick Salary Grade:	J
FLSA Status:	Non-Exempt
Union Status:	Non-Union Eligible
On-Call:	No

BASIC FUNCTION

Assists with case planning, development, and management, legal research, interviews clients, gathers facts and retrieves information, drafts and analyzes legal documents and collects, compiles and utilizes technical information, to make recommendations to an attorney.

DUTIES AND RESPONSIBILITIES

- Drafting, preparing and proofreading legal documents
- Carrying out legal research
- Performing general administrative duties including but not limited to, such as filing, letter writing, scheduling meetings, coordinating calendars and responding to telephone queries
- Collects, compiles, and organizes evidence and legal documentation for Public Defender and Assistant Public Defender for review
- Researches case-related factual issues using in-house files and outside reference sources, such as laws, regulations, and legal decisions and articles
- Assists with the preparation, filing, and service of contracts, filings, and pleadings
- Assist as needed to interview clients, witnesses, and experts
- Acts as a liaison among all parties for scheduling and sharing information
- Organizes and manages documents, including creating spreadsheets and retrieval systems
- Coordinates the collection, review, and production of documents and responds to discovery requests
- Assists with trial preparation, including the assembly of exhibits, witness binders, and appendices for depositions and court filings
- Attends trials, depositions, and other legal proceedings, taking notes and assisting attorneys as needed
- Summarizes deposition and trial transcripts and exhibits
- Files exhibits, briefs, appeals, and other legal documents with the court and opposing counsel
- Uses legal software to maintain accurate client files.

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- Answers phone, processes incoming and outgoing mail, orders office supplies
- Interacts with office staff, clients, other legal offices and the Court in a professional manner.
- Assists in reviewing, prioritizing, and directing correspondence in an effective manner. This shall include incoming applications for representation by Public Defender's Office.
- Performs data entry such as maintaining client database including demographics, uploading correspondence, notes and related legal documents to files using Legal Edge case management software, and other approved or prescribed methods.
- Assists in maintaining an organized repository of forms, and templates using both physical and electronic methods.
- Facilitate the flow of important, relevant client information while maintaining respect for the individual and all confidential information.
- Performs all other duties as assigned.

REQUIRED SKILLS/ ABILITIES

- Excellent verbal and written communication and interpersonal skills.
- Organizational skills, and attention to detail.
- Proficiency in office software such as MS Word, and MS Excel.
- Demonstrated knowledge of office protocol and procedures, recordkeeping and filing.
- Demonstrated knowledge of office equipment, such as copiers, scanners, printers and fax.
- Ability to exercise good judgment, courtesy and tact in dealing with others.
- Time management skills, ability to prioritize work and multi-task.
- Ability to follow instruction and work independently with limited oversight.

QUALIFICATIONS

- Previous relevant experience preferred.
- High School diploma/GED required.
- Proficiency in MS Office (Excel, Word, Outlook).

PHYSICAL REQUIREMENTS

- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
- Regularly required to sit (80%), stand (10%), (walk 10%),
- Occasionally required to reach with hands and arms, stoop, kneel and crouch
- Ability to sit in front of a computer monitor and use keyboarding skills for significant periods of time
- Ability to lift and carry up to 50 lbs.