PARALEGAL

DEFINITION OF WORK

Employees in this classification perform specialized legal program and technical administrative support duties for the Legal Department and staff attorneys located throughout the County. Employees in this class perform technical, administrative and specialized paralegal work in a variety of complex program areas in support of the activities of County attorneys. Paralegal duties include drafting complex legal documents and contracts, conducting legal research into assigned issues without specific precedence, and acting as a front-end interface with clients, staff, and attorneys for the purposes of screening calls and/or summarizing communications between outside parties and the legal staff. The employees participate in data gathering and preparation of exhibits, documents, and affidavits and may also be responsible for the scheduling of witnesses, and the organization of supporting documents, exhibits, and evidence, assisting staff attorneys in all phases of the litigation process from the initial intake through the trail and post-trial findings and appeals. Work requires independence and self-initiative in activities and the employees are expected to determine when assistance is required from legal staff. Administrative duties require tact and discretion in handling sensitive or confidential matters for the attorney. Work is performed under the supervision of a staff attorney and is evaluated through work planning and monitoring interactions, observation, conferences, feedback from citizens and staff.

EXAMPLES OF WORK

Under direction of the attorneys, employees research and analyze law sources such as case files, public records, codes, laws, statutes, recorded judicial decisions and title searches; perform legal research pertaining to real property, tax foreclosure and real estate acquisition activities including title searches, lien holdings, and related legal transactions; interpret various provision of states concerning real property titles; prepare and type a variety of legal documents, records, and information including legal pleadings and memorandums; provide guidance regarding the purchase procedure of County tax properties; prepare first drafts of legal documents for attorney review; perform legal research on civil procedure and obtain pertinent information associated with federal and State court cases; file necessary papers with the various Courts; obtain judges' and trial court administrator's signature for court documents; serve as the receptionist for the legal department; act as liaison with various internal departments, as well as with outside agencies; assist the attorney with office management activities; secure proper execution of documents; maintain files and records for the Legal Department; prepare spreadsheets documenting actions; are responsible for document organization and production; transcribe leases, ordinances, agreements, bid documents, proposals, correspondence and other documents; type legal notices; schedule meetings for the attorney; prepare documents prior to meetings; secure information via telephone or personal contact; select appropriate materials to answer questions and often handle the inquiries independently; review and analyze documents for production; categorize documents by subject; prepare a chronology of facts; make charts; do calculations and statistical analyses; review transcripts for specific references; prepare for and attend depositions as needed; organize exhibits; when attending the deposition, take notes, photocopy documents, handle exhibits, ensure the availability of necessary office supplies; summarize transcripts; prepare for and attend trials as needed; assist with the preparation of motions; pull relevant documents, proofread, put together exhibits and indexes documents for a table of contents; assist with appeals; retrieve documents as requested by staff attorney; prepare and maintain all client files, including preparing documentation in readiness for initial appointment, preparing standard meeting notes, file notes and letters, opening client and matter on computerized database; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in paralegal studies supplemented by two or more years experience and/or training that includes performing paralegal work; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of legal research techniques and ability to locate information through the Clerk of Court, Register of Deeds, and similar resources; considerable knowledge of and ability to use official business practices; working knowledge of legal terminology; working knowledge of legal practices and procedures relating to contracts, real state and court proceedings; ability to handle real estate transactions, prepare basic legal documents and coordinate the execution and issuance of legal documents with minimal directions; ability to maintain files and records and to retrieve information when needed; ability to work independently and with accuracy in the preparation of legal documents, correspondence, forms, and other legal office materials; ability to compose correspondence, transcribe dictation and to type accurately at a good rate of speed; ability to be tactful and courteous while being persuasive and confident on county business; ability to compile information based on general instructions; ability to establish and maintain effective working relationships with supervisor, employees, and the general public; ability to use a wide variety of other computer technology to generate work; ability to communicate effectively and to conduct the department's business in person and by telephone.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an office setting.

PHYSICAL REQUIREMENTS

Must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds. Must be able to perform coordinated movements such as operating office equipment and keyboarding. Some tasks require visual perception and discrimination.
Some tasks require oral communications.