

SNOHOMISH COUNTY JOB DESCRIPTION

CASA Program Superior Court - PARALEGAL

Spec No. 5078

BASIC FUNCTION

Provides complex legal, analytical, and independent paralegal and administrative assistance to the Snohomish County Court Appointed Special Advocate (CASA) Program. Legal content is supervised by an Attorney.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages an assigned Dependency caseload requiring independent assessment and judgment in determining appropriate action to take in individual cases; drafts discovery and court documents including motions and briefs; oversees and reviews individual cases; determines and is accountable for decisions regarding the processes of each case assigned; responsible for meeting multiple legal requirements of each case, such as federal and state mandated deadlines and statutorily defined processes; conducts interviews with parties and witnesses as needed.
2. Analyzes all pertinent elements of a case and is responsible for many aspects of preparation for mediation/trial; researches, recommends and schedules professional or independent witnesses or services necessary for the progression of the case, including initiating and responding to contacts with other agencies, witnesses, courts, boards and commissions; prepares visual aids and graphic exhibits; prepares witness lists, trial notebooks and discovery; assists attorneys at hearings or trials.
3. Locates, reviews and organizes documents for production; drafts discovery responses; files and distributes documents in a timely manner; organizes, analyzes, reviews and maintains cases; creates chronologies, abstracts, statistical charts and summaries; assists with auditing process.
4. Conducts computer and manual legal research, shepardizes briefs, provides significant support to attorneys in preparing legal memoranda; uses full range of legal resource materials and uses uniform citation code.
5. Creates, supervises and supports computerized and manual systems for the organization and management of litigation and discovery; maintains calendaring system.
6. Independently performs major departmental functions as directed by management and attorneys.
7. Researches, recommends and secures services of professional consultants and expert witnesses as directed.
8. Tracks and processes incoming discovery requests; completes the redaction of the discovery requests.
9. Provides lead direction and training to all subordinate level employees as directed.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Initiates and maintains contact with witnesses to relate pertinent information and coordinate interviews and court appearances.
11. Researches, creates, maintains and trains others in software programs used to develop visual aids and exhibits and software in general.

STATEMENT OF OTHER JOB DUTIES

12. May function as unit liaison between other office units, other agencies, court, and public as directed.
13. May redact audiotaped and videotaped statements and prepare transcription, as needed for hearings or trial.
14. May perform all the duties of subordinate level employees.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree with focus in legal studies or pre-Law; OR AA Paralegal/Legal Assistant degree from an accredited program; AND, three (3) years experience as a paralegal/legal assistant; OR, demonstrated equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- legal terminology and legal document formats
- court rules, procedures, laws and regulations for numerous state, federal, and appellate courts, commissions and boards
- public disclosure laws, rules and regulations
- redaction tools and processes for production of discovery and public disclosure requests
- discovery process
- department operational standards and procedures
- extensive legal research methods and sources
- records storage procedures for retrieving materials and files for case work
- basic supervision
- principles and practices of technical legal writing

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KNOWLEDGE AND ABILITIES (Continued)

- rules of civil procedure
- dependency law

Ability to:

- maintain accurate and complete case records and required reports
- accurately and timely manage a high volume of work
- perform legal research
- observe a high level of confidentiality, discretion and judgment
- demonstrate good oral and listening skills
- effectively interview
- independently research and solve problems
- read, interpret and apply procedures, laws, rules, regulations and guidelines
- communicate effectively and courteously with people of diverse ethnic backgrounds, attorneys, clients, judges and the general public, both orally and in writing
- write clearly and concisely about complex subject matter
- analyze and synthesize data for reports and exhibits
- use time efficiently to organize and perform multiple tasks to meet multiple concurrent deadlines with a high degree of independence
- work calmly under pressure to meet deadlines and cope with interruptions
- perform duties effectively despite difficult subject matter
- work patiently and positively with volunteers

SUPERVISION

Employees receive general supervision from the senior program attorney.

WORKING CONDITIONS

The work is performed in a typical office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2016

Revised and retitled: November 2017, VGAL Program Superior Court - Paralegal

EEO Category: 5 – Paraprofessionals

Pay Grade: 238 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous