

SNOHOMISH COUNTY JOB DESCRIPTION

GM PROGRAM SUPERIOR COURT - PARALEGAL

Spec No. 5080

BASIC FUNCTION

Provides complex legal, analytical, and independent paralegal and administrative assistance to the Snohomish County Guardian Monitoring Program (GMP) Program. Legal content is supervised by an Attorney (retired judge).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages a caseload requiring independent assessment and judgment in determining appropriate action to take in individual cases; 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.
2. Responsible for volunteer oversight and recruitment. Performs ongoing public relations work; provides direction and training to all volunteers.
3. Locates, reviews and organizes documents for production; 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, provides significant support to attorney (retired Judge) 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 (retired judge).
7. Initiates and maintains contact with litigants to relate pertinent information and coordinate court appearances.
8. 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

9. May function as unit liaison between other office units, other agencies, court, and public as directed.
10. May perform all the duties of subordinate level employees.
11. Other duties as assigned.

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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
- rules of civil procedure

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 interruption;
- perform duties effectively despite difficult subject matter
- work patiently and positively with volunteers

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SUPERVISION

Employees receive general supervision from the Programs Administrator 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: January 2017
EEO Category: 5 - Paraprofessional
Pay Grade: 238 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous