

SNOHOMISH COUNTY JOB DESCRIPTION

PARALEGAL

Spec No. 5068

BASIC FUNCTION

Provides complex legal, analytical, and independent paralegal and administrative assistance to Deputy Prosecuting Attorneys. Legal content is supervised by an Attorney.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages an assigned caseload requiring independent assessment and judgment in determining appropriate action to take in individual cases; drafts court and discovery documents; monitors 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.
2. Analyzes all pertinent elements of a case and is responsible for many aspects of preparation for arbitration/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; assists attorneys at hearings or trial; monitor payment for expert witness services and other litigation expenses.
3. Locates, reviews and organizes documents for production; drafts discovery responses; 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, claims, incidents and risk management data; maintains calendaring system.
6. Independently performs major departmental functions as directed by senior management/attorneys
7. As assigned interprets complex criminal history information to determine correct names aliases, offender scores and accurately calculates sentencing ranges of defendants charged with felonies.
8. As assigned, responds to other criminal justice agencies to verify and/or interpret criminal history information relating to prosecution of defendants in other jurisdictions. Responds to routine procedure or legal questions from attorneys, staff, outside agencies and others on issues relating to the Sentencing Reform Act.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Researches, recommends and secures services of professional consultants and expert witnesses as directed.
10. Coordinates, assigns and tracks incoming public records requests, as defined by the County public records procedures.
11. Provides lead direction and training to all subordinate level employees as directed.
12. Initiates and maintains contact with victims and witnesses to relate pertinent information and coordinate interviews and court appearances.
13. 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

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

MINIMUM QUALIFICATIONS

An 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 may be required for employment.

Must successfully pass keyboarding at forty-five (45) words per minute

Specialized advanced training or certification may be required.

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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
- the Sentencing Reform Act if assigned to Criminal Division, PA Office
- public disclosure laws, rules and regulations
- discovery process and physical evidence
- to learn 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 and/or criminal procedure

Ability to:

- maintain accurate and complete case records and required reports
- accurately and timely manage a high volume of work
- perform legal research
- maintain a positive contact with clients and 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
- interact appropriately with difficult or difficult individuals
- independently use time efficiently and to organize and perform multiple tasks to meet multiple concurrent deadlines
- work calmly under pressure to meet deadlines and cope with interruptions

SUPERVISION

Employees receive general supervision from a Lead Deputy Prosecuting Attorney, supervisor or administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employees carry out successive steps and resolves problems in accordance with instructions, policies and practices. Employees are responsible for the accuracy of the work produced by their subordinates. Work evaluated through conferences, periodic reviews and written evaluations.

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WORKING CONDITIONS

The work is performed in the usual 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 2005

Revised: May 2014

EEO Category: 5 – Paraprofessionals

Pay Grade: 238 Classified Pay Plan

Workers Comp: 5306 Non-Hazardous