



THE COUNTY OF EL DORADO
 Established Date: Jun 1, 1990
 Revision Date: Apr 9, 2012

PARALEGAL I/II

Class Code:
5115/5116

Bargaining Unit: Local 1 General

SALARY RANGE

\$20.29 - \$26.65 Hourly
 \$3,516.93 - \$4,619.33 Monthly
 \$42,203.20 - \$55,432.00 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, performs paraprofessional legal support work including legal research, interviewing clients, preparing standard documents, and assisting in case preparation; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Paralegal I is the entry-level class in this paraprofessional series. Initially under close supervision, incumbents with well developed legal office skills or with a sound educational background perform the more routine support duties while learning the more skilled and complex work. This class is alternately staffed with Paralegal II, and incumbents may advance to the higher level after gaining experience and/or certification and demonstrating proficiency, which meet the qualifications of the higher-level class.

Paralegal II is the journey level of the series, fully competent to perform a wide range of client interviewing and complex legal support work. Responsibilities may include directing the work of or training others in work procedures and techniques. The emphasis of the work may vary, depending upon which legal area incumbents are assigned; however all positions are characterized by a knowledge of legal processes and by independent decision-making within established guidelines. This class is distinguished from Legal Analyst, which performs the most complex legal research and writing duties.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Interviews various clients, witnesses and others to obtain information regarding cases, eligibility, determinations, conservator ships and other activities and functions related to the department to which assigned.
- Explains procedures, regulations and policies to those interviewed and the public; refers individuals to other sources of information and assistance as appropriate.
- Performs legal research under the direction of an attorney; gathers information regarding laws, ordinances, regulations, court decisions and similar materials related to assigned support area.

- Organizes, indexes and summarizes research results, including opinions, testimony, police and probation reports, and other documents.
- Prepares a variety of legal documents such as motions, appeals and briefs; completes and files documents, following established procedures.
- Prepares a variety of correspondence and general written materials.
- Organizes own work, sets priorities, and meets critical deadlines.
- May direct the work of others on a project basis; may train others in work procedures.
- May perform the duties of a legal secretary on a relief basis.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Level I: EITHER two years of journey level experience as a legal secretary or in providing responsible legal office assistance, **OR** completion of a paralegal studies program or equivalent college level education.

Level II: In addition to the above, two years of paralegal experience at a level equivalent to the County's class of Paralegal I.

NOTE: The above qualifications are typically accepted way of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Specified positions may require possession of a valid driver's license. Certification as a Paralegal is desirable at the II level.

KNOWLEDGE:

- Legal research techniques and standard legal reference materials.
- Legal office terminology, processes, procedures, and the format for legal documents.
- Techniques of interviewing, often when relations may be strained.
- Record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Business arithmetic, including percentages and decimals.
- Office administrative practices and procedures, including filing, business letter writing and the operation of common office equipment.

SKILLS:

- Performing basic legal research from varied sources.

- Interviewing individuals of various socio-economic backgrounds in difficult situations.
- Preparing a variety of legal documents. Using initiative and sound independent judgment within established guidelines.
- Organizing and maintaining accurate records and files.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

HISTORY**JCN: 5115, 5116**

Created: June 1990