

LANCASTER COUNTY PARALEGAL I

NATURE OF WORK

This is para-professional legal work.

Work involves responsibility for the assisting in the preparation of legal cases for settlement, trial or other court hearings requiring previous knowledge of legal terminology, procedures and documents. Work also involves assisting in legal research, interviewing clients, witnesses and persons involved in specific cases, and coordinating case processes with other judicial system personnel or case-related individuals. Supervision is provided by an attorney or other administrative superior, with some latitude for exercising independent judgment. Work is reviewed in the form of accuracy, compliance with departmental policies and protocols and results achieved.

EXAMPLES OF WORK PERFORMED

Collect and review data required to prepare a variety of legal documents; prepare and type correspondence, reports, memos, claims, briefs, subpoenas, affidavits, warrants, related legal documents and associated written material; assist attorneys with routine legal research and case preparation; gather, organize and manage case information and case files.

Interview clients, involved parties, witnesses and family members regarding specific case facts and background; identify significant facts or issues for further evaluation by the attorney; provide written summaries of cases; ensure confidentiality of client information.

Assist telephone callers and walk-ins in understanding and complying with legal processes, completing legal documents and arranging necessary appointments/hearings; complete and maintain statistical records of client contacts; maintain written and computer files related to area of responsibility.

Coordinate case processes with other judicial system personnel or case-related individuals; prepare jury lists, orders and notices for attorneys, clients and associated court personnel; arrange court hearing dates; serve copies of pleadings and other court documents as requested by attorney.

Oversee the work performed by subordinate clerical staff, as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of legal terminology, practices and procedures.

Considerable knowledge of State and Federal laws and regulations related to area of responsibility.

Ability to communicate effectively orally and in writing.

Ability to organize material into logical formats.

Ability to establish and maintain effective working relationships with clients, the public, co-workers, and justice system personnel.

Ability to identify facts/issues which may require further legal evaluation and to prepare routine legal documents.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of modern office equipment and computer applications including word processing, case management, legal research and litigation support software.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus two years of experience assisting attorneys in organizing and preparing legal cases or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 11/97

PS0917