

PARALEGAL

GRADE 29

FLSA Status: Non-exempt

GENERAL DEFINITION OF WORK:

Paralegal personnel have advanced education, training and experience which places their services at a point that is beyond that of a legal secretary, but short of an attorney. Duties will include difficult and complex paraprofessional work in matters of legal review, research and litigation. This work is specialized and may involve some supervisory work related to specific legal projects. Work is performed under regular supervision of Commonwealth's Attorney or designee. Supervision is exercised over clerical staff, secretaries and legal interns.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Review new felony cases to assure sufficient information has been provided in the incident report package and work with law enforcement to build case files with missing and/or additional data and information;
- Supervise the preparation of motions, orders, notices, discovery responses, plea agreements and proffers, pretrial pleadings and motions (Notice of Priors, Motions in Limine), etc.;
- Assure legal compliance with provisions of Virginia Supreme Court Rule 3A:11 concerning discovery and inspection of evidence;
- Work with interstate contacts regarding out of state witness subpoenas pursuant to Virginia Code Section 19.2-277, 1950, as amended and to the state's code section(s) compelling said witness appearance in Virginia and instruct secretarial staff on the preparation and submission based on Interstate Compact;
- Identify, prepare and organize trial exhibits;
- Assist attorneys with trial preparation;
- Interview witnesses in connection with pending litigation;
- Interface with victims, witnesses, court personnel and defense attorneys;
- Accompany and assist attorneys at trial;
- Perform various law-related tasks such as complex legal and factual research in connection with pending litigation, including file organization, indexing documentary evidence and examination of court documents, and identifying legal issues of import from substantive records review;
- Work with victim witness case investigators as needed to coordinate issues such as victim or witness communications, etc.;
- Supervise clerical staff, secretaries and legal interns.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methodology, relevant sources of information and materials of legal research; knowledge of the principles and practices of substantive and procedural law; knowledge of County legal procedures and requirements related to criminal proceedings; knowledge of legal forms, formatting and grammar; ability to research legal information fully and effectively; ability to analyze and organize complex legal and technical issues in order to make appropriate recommendations or provide complete reports; ability to interpret state and County statutes and ordinances; ability to perform administrative tasks independently; ability to maintain effective working relationships with a variety of individuals in both the public and private sectors; ability to communicate effectively both orally and in writing; ability to work with short deadlines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to the following: Graduation from an accredited college or university with an associates degree in paralegal or legal assistance studies or closely related field PLUS one year of experience as a paralegal or legal assistant.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.