

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **PARALEGAL**

**Supervised By:** Assigned supervisor or department head

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Chief Public Defender or other supervisor as assigned, the Paralegal is responsible to provide essential support to attorneys in the Public Defender's Office by managing a diverse range of legal, clerical, and research support services including preparing and reviewing legal and other documents; interviewing clients and witnesses; researching and investigating for assigned cases; maintaining case files, conducting detailed fact checking; and aiding in trial preparation including for criminal cases.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Meets with attorneys, clients, and other professionals to discuss assigned cases or projects.
2. Drafts legal documents including routine pleadings and motions, affidavits, and other documents; files motions and pleadings according to judicial procedures.
3. Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
4. Interviews clients and witnesses and prepares summaries of their statements.
5. Prepares, organizes, stores, and retrieves case files which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
6. Assists attorneys with trial preparation including attending trials and hearings.
7. Assists attorneys with pre-trial hearings and client management.
8. Develops and maintains records regarding Michigan's Indigent Defense Counsel (MIDC) Standards and other regulations.
9. Maintains calendars and schedules appointments; arranges special meetings and conferences; and ensures arrangements for adequate meeting rooms and space as required.

10. Advises assigned supervisor and administrative staff of any potential or actual scheduling conflicts.
11. Schedules court hearings and appointments.
12. Prepares dockets and prints necessary documents.
13. Performs other related duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's degree in Paralegal Studies or related field is required, or an associate's degree in criminal justice, general studies, or related field and a paralegal certificate, or a bachelor's degree in paralegal studies or related field preferred.
- At least two years of full-time experience as a certified paralegal, legal assistant, law associate, legal analyst, legal assistant, litigation paralegal, paralegal specialist, or similar work titles; experience in a criminal law setting is preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- A Michigan Vehicle Operator's License.
- Working knowledge of legal language, terminology, and principles; research methods; court pleadings and processes; and other related matters.
- Working knowledge of office procedures, file setup and maintenance, safeguarding records, and administrative support techniques.
- Excellent interpersonal, customer service, and communication skills.
- Excellent organizational skills and attention to detail, including strong skills in proofreading, note taking, document preparation and handling, and following and suggesting refinements to procedural systems.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills with an ability to function well in a high-paced and frequently stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Skill in the use of office equipment and technology, including Microsoft Suite

applications, software programs utilized by the Public Defender's Office and specialized legal research software.

- Skill to accurately track progress, status, activities, deadlines, and other events, individuals, and personalities relating to multiple projects and/or cases at the same time.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must occasionally travel to other locations including possibly the County jail, where environmental conditions may differ.