



**DEPARTMENT:** County Attorney

**DEFINITION OF WORK:**

Performs paraprofessional and administrative work assisting attorneys by researching legal precedent, investigating facts, or in the preparing of legal documents. Conducts research to support legal proceedings, to formulate a defense, or to initiate legal action.

Work is performed under regular supervision of County Attorney or designee.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Performs various law-related tasks such as legal and factual research, organize files, index documentary evidence, and examine court documents.

Drafts legal memoranda, motions, pleadings, notices, interrogatories, and other documents to assist and support attorneys in conducting litigation in courts of record.

Reviews all pleadings and other records of litigation, organize files and indexes; and prepares pretrial notebooks containing exhibits, lists of witnesses, abstracts of deposition transcripts, summaries of facts, and memoranda of legal points and authorities, with supporting indicies, citations, etc.

May perform legal tasks associated with the land development process.

May prepare instruments and correspondence related to purchase, negotiated settlement, and/or quicktake/condemnation of real estate by the County.

Drafts correspondence and memoranda and other legal instruments under the supervision of an attorney in the provision of legal assistance and advice to the Board of County Supervisors and other County agencies.

Perform title searches and other examinations of court documents.

Preparation of real estate closing and loan documents.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates standard office equipment including telephone, computer keyboard, calculator, and copy machine.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Through knowledge of methods, sources of information and materials of legal research, and of principles and practices of substantive and procedural law.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skill in reading comprehension, understanding written sentences and paragraphs in work-related documents.

Skill in managing one's own time and the time of others.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Skill in talking to others to convey information effectively.

Ability to perform legal review and research work to develop and maintain effective working relationships with a variety of individuals, and to express oneself effectively, both orally and in writing.

The ability to read and understand information and ideas presented in writing.

The ability to listen to and understand information and ideas presented through spoken words and sentences.

The ability to communicate information and ideas in speaking so others will understand.

The ability to communicate information and ideas in writing so others will understand.

The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to high school diploma supplemented by a Paralegal or Legal Assistant Certification, or three or more years of progressively responsible experience as a legal assistant involving tasks in support of litigation in courts of record.

paralegal651\_014\_01  
Revised: April 2005

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Paralegal Position Number: 651  
Department: County Attorney Division: County Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgements.
- Ability to understand and follow oral instruction.
- Ability to understand and follow written instruction.
- Ability to guide and/or give instructions.
- Ability to make decisions in accordance with established procedures and policies.
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- Not essential to job function

**2. Hearing/Listening:**

- Ability to distinguish between different tones.
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

**3. Reading:** (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations.
- Ability to perform accurate calculations aided.  
by a calculator, adding machine or measurement device.
- Not essential to job function.

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function.
- Not essential to job function.

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

**Please check (x) in appropriate boxes below.**

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>		x						x	
<b>Push/Pull</b>	x							x	
<b>Hold/Carry</b>		x						x	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool         | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder         | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

**Please check (x) in appropriate boxes below.**

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		x						x	
<b>Sit</b>			x					x	
<b>Walk</b>		x						x	
<b>Run</b>									

If walking or running, over what type of terrain?     flat     rough     both

Not essential to job function:     Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			