



Fulton County, Georgia

Classification Specification

PARALEGAL (235011)

Purpose of Classification:

The purpose of this classification is to conduct legal research, to assist attorneys and judicial staff in court, and to provide lead direction to legal assistants or other administrative staff as assigned.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Conducts preliminary investigations: reviews complaints and other pleadings; conducts research to determine appropriate jurisdiction; reviews rules of procedure and calendar deadlines; gathers and evaluates initial facts and documents; interviews clients; maintains all related documentation.

Conducts discovery investigations: determines and interviews witnesses; drafts and/or reviews interrogatories, requests for admissions, and requests for production of documents; coordinates collection and review of client files and documents; gathers, organizes, summarizes and analyzes data; drafts and/or reviews responses to discovery requests; locates and retains expert witnesses; prepares chronologies; reviews hearing notices and publications; maintains related documentation.

Manages document production: obtains and reviews all documents in client's possession; conducts initial review for privilege; confers with attorney to determine which documents to produce; organizes and manages document production and litigation support, including reviewing, indexing, organizing, and analyzing documents; follows up on outstanding discovery requests.

Coordinates depositions: schedules depositions with client and opposing counsel; drafts, reviews, and serves notices and subpoenas; reviews and assembles documents; assists with witness preparation; retains court reporter; indexes and summarizes depositions.

Drafts and responds to formal motions and briefs: performs research and compiles necessary information for motions and briefs; prepares exhibits; researches and confirms validity of case history; reviews, proofs, and submits documentation to appropriate personnel; coordinates the service of briefs and court filings.

Participates in trial preparation and execution: prepares pleading, deposition and trial notebooks with key documents and witness files; discusses court room etiquette with clients and witnesses; coordinates appearance of expert witnesses; organizes, marks and indexes trial exhibits; monitors and coordinates exchange of trial exhibits; manages evidence and equipment; attends jury selection; maintains jury information and details; assists attorney during trial as needed.

Maintains documents, forms, files, checklists and knowledge of current court rules: maintains litigation docket; maintains calendar of significant dates for case events, such as responsive pleadings and motions, court appearances, etc.; designs and implements case litigation systems as needed.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including pleading files, legal case decisions, client files and documents, depositions and exhibits; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including motions, briefs and case documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various equipment and supplies in order to complete work assignments: operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, clients, court personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in related field required; supplemented by two years of administrative support experience in a legal setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain certification as a Paralegal. Must possess and maintain certification as a Notary Public. Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.