

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE
JOB DUTIES DESCRIPTION
Director of Paralegal Services

JOB SUMMARY: Individual responsible for providing legal assistance and support to attorneys or others, as assigned, and for supervision of the Legal Assistants assigned to the Trial Division.

ESSENTIAL DUTIES: (This list is a representative sample, position assignments may vary).

- Supervises the Legal Assistants in their daily responsibilities.
- Manages the Legal Assistants to ensure completion of necessary duties and tasks.
- Oversees the auditing of all case files on a weekly basis.
- Monitors all data entered by the Legal Assistants into prosecutor's dialog.
- Trains newly hired Legal Assistants.
- Directs assignment and completion of special projects.
- Performs legal research.
- Drafts and prepares legal documents.
- Reviews legal documents to ensure conformance with standard procedures and regulations.
- Maintains and records legal information and records.
- Assist attorneys with motions, hearings, and legal research, reviewing and summarizing documents, trial preparation, contract drafting, organizing legal files, legal documents, and tasks, as assigned.
- May review cases and interview witnesses/ clients.
- Provides customer service to public under lawyer's supervision.
- Communicates with other agencies to gather disseminate information, or coordinate the use of information or activities.
- Notarizes documents, as assigned.
- Routes documents to and files documents with the proper areas.
- Provides data based reports on work efficiencies of the Legal Assistants.
- Performs operational support duties, such as answering telephones, greeting visitors and providing information on court procedures and trial dates.
- Generates specialized reports from databases regarding court cases.

KNOWLEDGE: English grammar; legal terminology; office practices and procedures related to area of assignment; customer service; legal practices and procedures; personal computers and related software and methods and techniques used to conduct legal research.

EXPERIENCE AND TRAINING:

Associate's degree in secretarial science or office administration preferred, Bachelor's degree preferred: supplemented by five (5) years of progressively responsible secretarial, office administration (preferably in a municipal environment), customer service, and or record management experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. At least two (2) years of supervisory experience. GCIC certification preferred

Salary: \$41,157.00-\$50,000.00

Please email resume to:

Luz Sanchez, Office Manager
da.employment@fultoncountyga.gov