

PARALEGAL III

County of Tulare

DEFINITION

To prepare a variety of legal documents; to perform extensive legal research.

DISTINGUISHING CHARACTERISTICS

The Paralegal III classification is the advance journey level in a paraprofessional class series which performs a variety of the most complex legal tasks under minimal supervision of an attorney. Incumbents will have developed and demonstrated a thorough command of a specialty area of the law. Under the direction of an attorney and within a specialty area, incumbents may be expected to assist in the development, implementation and training of policy, procedures and protocols. Positions in this class may be flexibly staffed. Incumbents at this level are required to have a paralegal certificate and may provide lead supervision over Paralegal I/II.

SUPERVISION RECEIVED AND EXERCISED

General supervision is normally provided by an Attorney or higher level Department staff. Responsibilities of the Paralegal II and III may include lead supervision over Paralegal I and II.

DUTIES

Prepare various types of legal documents, such as contracts, liens, motions, pleadings, orders, petitions, briefs, resolutions and ordinances after obtaining necessary facts and background information for review by attorney.

Review documents for compliance with statutes, court decisions and other legal authorities.

Assist attorneys in legal research.

Prepare reports and correspondence, and legal documents such as: drafts of resolutions, ordinances, pleadings, motions, contracts, notices, agreements of sale and lease agreements on real property transactions.

Interview witnesses.

Maintain litigation files and provide case and file management.

May review escrow agreements and effect necessary modifications.

Prepare school bond and note documents and forms to call elections.

May provide lead supervision of Paralegal I.

May represent office at various administrative hearings.

May appear in small claims court.

May negotiate child support payments with attorneys and/or respondents.

May assist attorneys on complex criminal cases.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Legal research methods, drafting legal documents, and opinion writing.
- Filing procedures and legal terminology.
- Legal ethics related to Civil or Criminal procedures.
- Legal office practices and procedures.
- Automated legal research methods and document preparation.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Read and analyze legal documents.
- Collect and examine factual data.
- Understand and apply legal principles and precedents.
- Write accurate, concise legal documents such as motions, pleadings, demand letters, contracts, resolutions, opinions, briefs, recommendations to attorneys.
- Explain legal actions/documents to clients in a courteous, patient, and tactful manner.
- Research legal references.
- Present verbal statements of fact and law.
- Perform computerized legal research.
- Establish effective working relations with attorneys, officials, clients, co-workers, and the general public.
- Follow and give verbal and written instructions.
- Operate a personal computer and related software.
- Organize and maintain litigation files and calendars.
- Learn and apply the practices and procedures of the work unit to which assigned.

Education:

- Completion of an approved legal paraprofessional training program.

Equivalency for Education:

- Or three (3) years of experience researching and drafting a variety of legal documents, preferably supplemented by course work in legal office practices and business law.

Experience:

- One (1) year of journey level experience as a Paralegal II in a specialty area of law.
- Possession of a paralegal certificate.

License or Certificate:

- Possession of a paralegal certificate.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Collection procedures.
- Civil litigation procedures.
 - Bail bond law.
 - Meyers-Milias-Brown Act.
 - Property Taxes.
 - Public employee discipline process.
 - Administrative law.
 - Family law.
 - Child Welfare law.
 - Public Employee Subpoenas
 - Public nuisance enforcement actions.
 - Civil rights.
 - Probate law.
 - Criminal law.

Skill/Ability to:

- Prepare complex legal documents and brief with minimal attorney supervision.
- Direct the work of others.

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[Paralegal III] Job Code: XXXXX, Reso: XXXX-XXXX, Adopted: XX/XX/XX
Supplemental Information
Overtime Status: Eligible
Probation: Six (6) Months
BU: 03