



PARALEGAL 1

Department: Prosecuting Attorney

Job Class #: 218000

Pay Range: General 42

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is entry level legal work performed in support of the Prosecuting Attorney's Office. Employees in this class assist in the preparation of case files and reports; review case history and related documents; contact defense attorneys, law enforcement officers, judges, witnesses, defendants and courts; schedule hearings or meetings; and prepare exhibits or evidence for trial. Incumbents possess basic knowledge of the judicial and criminal justice system. Work is performed with considerable latitude and use of independent judgment and with close adherence to adopted legal policies and procedures. Duties are performed in the criminal history section, probation or civil division. Work is reviewed by an administrative superior.

TYPICAL DUTIES/RESPONSIBILITIES

- Prepares case files for trial; reviews violation reports, court orders and related documents; researches case history; requests necessary information from defense attorneys, witnesses, Clerk's Office and other public agencies; and routes files or records to appropriate area.
- Assists deputy prosecutors in determining appropriate action to be taken.
- Processes, files and issues bench warrants and other legal documents; retrieve records and files; and assists in the law library.
- Schedules and reviews show cause hearings.
- Acts as liaison for the department, contacts witnesses, law enforcement officers, attorneys, judges, courts and other public agencies (Department of Corrections, Prosecuting Attorney's Office, Assigned Council).
- Organizes, obtains and prepares exhibits or evidence for trial (photographs, diagrams, video tapes).
- Prepares property release forms for deputy prosecutor's signature.
- Operates the departmental computer information system (WSIS) and national system (NCIC).
- Conducts initial interview of clients, witnesses and other related parties.
- Perform other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of the criminal justice system and judicial court procedures.
- Knowledge of legal terminology, legal documents and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to process large volumes of paperwork and handle multiple tasks in a timely manner.
- Ability to analyze and synthesize documents and information presented and recommended or take appropriate action.
- Ability to deal with people in a stressful situation.
- Ability to use and operate a word processor or computer.

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- Ability to arrange meetings or hearings and maintain office calendars.

RECRUITING REQUIREMENTS

One or more years of experience as a Paralegal, Legal Assistant or related legal field work. Additional education in a related discipline beyond the high school level may be substituted for the position requirements.

Special Note:

After successful completion of one year of service, an employee may be eligible for promotion to the Paralegal II classification.