



**PARALEGAL 2
(FAMILY SUPPORT)**

Department: Prosecuting Attorney
Job Class #: 218800
Pay Range: General 43

FLSA: Non-Exempt
Represented: Yes

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 advanced legal work performed in support of the Prosecuting Attorney's Office. A paralegal is responsible for preparing case files and reports; determining whether referred cases meet established legal criteria; gathering evidence to proceed with contempt; evaluating employment records; evaluating financial records and determining asset investigation follow through; reviewing and monitoring case payment history; liaison with Support Enforcement Officers at the Division of Child Support; preparing legal documents for court hearings; corresponding with delinquent parents to encourage payment; monitoring payment history; preparing personal service papers; maintaining case files; and works with attorneys and public agencies. This work is performed with use of independent judgment with close adherence to established criteria and legal policies.

Skills, Knowledge and Abilities

- Considerable knowledge and understanding of the Family Support Division and judicial procedures.
- Knowledge and understanding of the administrative process at the Division of Child Support.
- Ability to communicate effectively both orally and in writing.
- Ability to prioritize and process large volumes of paperwork and handle multiple tasks.
- Ability to negotiate.
- Ability to deal with people in stressful situations.
- Ability to look beyond task at hand and spot potential issues.
- Ability to use and operate various computer programs.
- Ability to read, interpret and apply work related laws, guidelines and regulations.

Recruiting Requirements

Provide proof of registration with a certified two-year paralegal course; and upon completion, file certificate with the Administrative Office of the Prosecuting Attorney.

Valid Washington State driver's license; graduate of a paralegal/legal assistant course; minimum of two years of legal experience.

A person who meets the qualifications for this position may not necessarily qualify for a paralegal position in another division of the Prosecutor's office.