



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-021
CLASS TITLE:	Paralegal I
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	Range 253 (Step A-F \$3,445-\$4,396)

JOB SUMMARY:

Under general supervision, performs paraprofessional legal support work including preparing standard legal documents and assisting in case preparation; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Paralegal I is the entry-level class in this paraprofessional series. Initially, under close supervision, incumbents with well-developed legal office skills or with a sound educational background perform the more routine support duties while learning the more skilled and complex work. This class is alternately staffed with Paralegal II, and incumbents may advance to the higher level after gaining experience and/or certification and demonstrating proficiencies that meet the qualifications of the higher level class.

Paralegal II is the journey level of the series, fully competent to perform a wide range of complex legal support work. Responsibilities may include directing the work of or training others in legal office work procedures, justice system procedures, and techniques. The emphasis of the work may vary depending upon which area incumbents are assigned. However, all positions are characterized by a knowledge of legal processes, office processes, and digitized database systems and by independent decision-making within established guidelines.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Explains policies and procedures to victims and witnesses and the public; refers individuals to other sources of information and assistance as appropriate.
- Performs legal research under the direction of an attorney; gathers information regarding laws, ordinances, regulations, court decisions, and similar materials related to assigned support areas.
- Organizes, indexes, and inputs case materials including police and probation reports and other documents.
- Prepares, files and serves a variety of legal documents such as motions, pleadings, and correspondence following established procedures.

- Coordinates witnesses and arranges court appearances.
- Organizes exhibits and other documents for hearings and trials.
- Maintains the law library and accurate records and files.
- Prepares and arranges for service of subpoenas and prepares a variety of correspondence and generally written materials.
- Organizes own work sets priorities and meets critical deadlines.
- May direct the work of others on a project basis; may train others in work procedures.
- Performs the duties of a legal secretary as needed.
- Performs all other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)

Note: The level and scope of the knowledge and skills below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Legal office and court terminology, processes, procedures, and the format of legal documents and general correspondence.
- Computerized report preparation and filing methods.
- Correct English language usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Office administrative practices and procedures, including filing, business letter writing, and the operation of common office equipment and computers.
- Knowledge of court and law enforcement policies and procedures.

Skill in:

- Performing basic legal research from varied sources.
- Assisting individuals of various socioeconomic backgrounds in difficult situations.
- Preparing a variety of legal documents.
- Using initiative and sound independent judgment within established guidelines.
- Organizing and maintaining accurate records and files.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- To handle distraught members of the public and stressful situations.

- Effectively represent the District Attorney's office at all times within the community, other agencies, and other law enforcement agencies in a professional and respectful manner.
- Ability to maintain a positive working relationships with other county departments and offices, other governmental agencies and other community organizations. Ability to use a smartphone.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices

EDUCATION AND EXPERIENCE

Any combination of education and experience/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Licensing and Certification:

Specified positions may require possession of a valid California driver's license. Certification as a Paralegal is desirable at the II level.

Paralegal I: Either two years of journey-level experience as a legal secretary or in providing responsible legal office assistance, or completion of a paralegal studies program or equivalent college-level education or and Associates degree in Paralegal studies.

Paralegal II: In addition to the above, two years of paralegal experience at a level equivalent to the County's class of Paralegal I and/or a Bachelors degree in Paralegal studies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Work is performed in an office environment. May be subject to repetitive motions, such as tyoing and vision to monitor. May be subject to angry or distraught citizens.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

Approved through the county wide reclassification survey February 1996

Reclassified and approved approved by the Board of Supervisors on July 26, 2022

Effective: August 1, 2022

Final verified classification approved by:

DocuSigned by:

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Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

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County Counsel

Received and filed by:

DocuSigned by:

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Clerk of the Board