



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Paralegal</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Juvenile Officer</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/2016</u>
<b>DEPARTMENT:</b> <u>Juvenile Office</u>	<b>JOB CODE:</b> <u>500</u>	

### **SUMMARY:**

Under general supervision, the Paralegal provides administrative and clerical support for attorneys and other legal personnel in the Juvenile Office of the 13<sup>th</sup> Judicial Circuit.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs a variety of legal office support work; prepares letters, correspondence, forms and other documents; receives, sorts and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; operates office equipment; answers phone lines and e-mail; directs inquiries and information to the appropriate staff.

Serves as legal administrative support to department attorneys; proofreads letters, records, reports, and other legal documents; enters and scans data into case management system; composes routine replies and letters to incoming mail; codes, sorts, and files case materials; maintains office filing system; copies and distributes reports and evidence to attorneys for disclosure; prepares legal documents and correspondence such as complaints, motions, and other information; files legal pleadings with the court clerk's office.

Prepares settings for all juvenile dockets by entering settings into the computer and preparing files and docket sheets with recommendations; provides information to attorneys for subpoenas; prepares, copies, and sends discovery to legal counsel; types letters and court-related documents; prepares and delivers subpoenas.

Monitors and compiles necessary documents for court such as cost bills and milestones.

Monitors and updates the future docket and ensures records are up to date; ensures safe schools letters are sent.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of filing and electronic record keeping systems.
2. Knowledge of legal processes and terminology.
3. Knowledge of the criminal justice system in the State of Missouri.
4. Knowledge of personal computers and standard software applications related to court support work.
5. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
6. Skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
7. Skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
8. Skill in reading and preparing legal documents.
9. Skill in discretion and maintaining confidential information.
10. Advanced skill in the attention to detail and the ability to multi-task.
11. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
12. Advanced ability to work independently and follow instructions.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets

and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED, plus one year of professional employment in a legal environment. Ability to type 55 WPM.

**PREFERRED QUALIFICATIONS:**

Bachelor's degree in Criminal Justice or related field. Paralegal certification.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*