

## PARALEGAL ASSISTANT II

### NATURE AND VARIETY OF WORK

This is full performance paralegal work in support of a major type of legal activity within the County government. Incumbents perform a variety of tasks related to client needs under the general direction and support of a paralegal supervisor and a practicing attorney. Incumbents prepare legal documents, conduct interviews, perform legal and factual research, testify, and perform related legal support work. A significant aspect of this work involves working effectively and tactfully with people from all socio-economic backgrounds. Work is performed according to established procedures. Incumbents use judgment to recognize circumstances requiring further clarification or information.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Drafts pleadings and associated legal documents and memoranda associated with such programs as child support, condemnation, foreclosure, surety bonds, guardianship, child custody, code enforcement, forfeiture, collection, personal property tax, tax liens and similar areas.

Assists in the preparation and filing of pleadings, wage withholdings, rules to show cause, consents, correspondence, legal memoranda, financial and status reports and other related legal documents in various State and District courts.

Develops and maintains legal files, accounts, records, and tickler systems.

Operates and extracts information from research computers.

Conducts interviews to elicit information from and explain legal procedures to various parties.

Exercises discretion and judgment in determining the degree of confidentiality associated with various records and case information.

Independently performs legal and factual research relating to the area assigned.

Screens requests from citizens to determine eligibility for legal assistance and explains various legal procedures, laws, ordinances, and office/government/court functions.

Appears in court and testifies as to legal documents and financial data.

Checks court dockets and keeps attorneys, clients, and others advised as to the status of cases.

Identifies essential witnesses and prepares summonses.

Analyzes charging documents and other legal documents; alerts attorney to discrepancies and files appropriate charging documents in special circumstances.

Prepares worksheets from information on agency's source documents; summarizes each case noting specific parties, special circumstances and advises trial attorney for information to be utilized in court proceedings.

Reviews charging documents to determine and gather official records, reports, and other documents needed as evidence in court proceedings.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of general law, legal procedures and terminology; familiarity with statutes.

Thorough knowledge of methods, procedures and instructions governing the specialty area of work to which assigned.

Knowledge of courts and judicial proceedings.

Thorough knowledge of the Annotated Code of Maryland as it pertains to criminal offenses and their statutory elements.

Skill interviewing and extracting information from distraught persons.

Ability to perform administrative detail independently, including researching and composing important legal documents, letters, and memoranda.

Ability to exercise judgment in choosing headings and subheadings under which digests material is classified.

Ability to operate computer data systems.

Ability to communicate effectively both orally and in writing; ability to deal tactfully, courteously, and effectively with people.

Ability to exercise judgment and implement remedies to resolve problems or discrepancies that could affect the goals of the agency in court proceedings.

Ability to draft legal proceedings providing pertinent information on a case-by-case basis for attorney's signature.

Ability to independently organize data, gather information, prepare reports, and maintain records.

#### MINIMUM QUALIFICATIONS

An Associate of Arts Degree in social science or para-legal studies at an accredited college or university; or three (3) years of experience in performing para-legal/legal assistant work; or an equivalent combination of education and experience.

NEW: 10/88

REVISED: CB-62-1992