

JOB ANNOUNCEMENT

POSITION: PARALEGAL I

Posting# 5701-1215md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Document: Supplemental Attachment**
- **A typing test score sheet** dated within the last 12 months. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the type score.)

STARTING SALARY: Step 30; \$1,457 bi-weekly; \$18.21 per hour

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 12, 2015

CLOSING DATE: December 2, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs para-professional legal work such as conducting legal research and preparing legal documents, preparing trial and hearing materials, preparing witnesses for hearings and trials, and conducting the initial screening of criminal and juvenile cases. Incumbents in this classification may be assigned to the Criminal Division or the Bureau of Investigations.

DUTIES INCLUDE:

Conducts legal research and prepares legal documents and memoranda including but not limited to charging documents, motions, responses and jury instructions.

Independently prepares trial and hearing materials including displays, presentations and exhibits using computer software, Internet resources and other traditional means; independently obtains, prepares and organizes information, data and evidence for use by attorneys and investigators in hearings or trials.

Prepares witnesses for hearings and trials by meeting with witnesses and reviewing with them evidence and legal strategies. Locates witnesses using specialized Internet and computer software resources.

Acquires and maintains expertise in computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials and may train attorneys and other staff members in their use.

Gathers and analyzes data and produces reports relating to office functions and procedures and to crime statistics; analyzes evidence and detects discrepancies, trends, and aberrations in data and evidence.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: proper grammar, spelling, and punctuation.

Skill in: reading, writing, and basic math; operating standard office equipment; legal research software, word processing, data entry, and spreadsheets; using various software programs unique to the Attorney's Office and associated agencies.

Ability to: distill relevant and useful elements from vast amounts of information; independently prepare various legal documents; organize and maintain filing systems.

REQUIREMENTS FOR EMPLOYMENT:

An Associate Degree in Paralegal or Legal Assistant Studies from an accredited college or university; OR

A Bachelor Degree in a field related to position from an accredited college or university; OR

An Associate Degree in a field related to position from an accredited college or university plus two (2) years of legal assistant or paralegal work experience. Preference may be given to qualified applicants with the ability to type 40 WPM or more.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Applicant must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must obtain, and thereafter maintain, certification as a paralegal or legal assistant from one of the following: the National Association of Legal Assistants (NALA), the National Federation of Paralegal Associations (NFPA), or the American Alliance of Paralegals, Inc.(AAPI) during the probationary period for new hires or during the trial period for promoted County employees.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.