

## PARALEGAL - 1221

### **General Definition of Work:**

Performs difficult technical work assisting with legal research and administrative procedures. Work is performed under regular supervision of the Senior Attorney.

### **Essential Functions/Typical Tasks:**

#### **Conducting research, compiling information; preparing draft pleadings, opinions, ordinances and resolutions; preparing and maintaining files and records.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Drafts orders and petitions; prepares trial notebooks; drafts motions, subpoenas and summons.
- Ensures service of subpoenas; prepares for trials.
- Drafts notice of hearings and calendar requests.
- Drafts and distributes exhibit list for trials.
- Interviews witnesses for trials; performs legal research; serves subpoenas.
- Obtains evidence as needed for court hearings.
- Distributes evidence to court by established deadlines.
- Verifies that all parents have been served with the petition.
- Processes publication of legal ads and drafts letters as needed.
- Creates and maintains a logging system for receipt of orders.
- Creates and maintains a case database system.
- Drafts and issues writs.
- Maintains file room; scans dockets; scans orders and transfers to appropriate file.
- Opens new files when petitions are filed.
- Communicates with Department of Social Services.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of paralegal principals; thorough knowledge of the laws and procedures involved in social work; general knowledge of social work practices; general knowledge of the requirements as to form, content and recording necessary to render valid legal documents; ability to establish and maintain effective working relationships with clients, attorneys and the general public; ability to read plans and blueprints; ability to keep records and to prepare reports on activities; ability to communicate effectively, orally and in writing.

### **Education and Experience:**

Requires graduation from an appropriately accredited community college and considerable paralegal experience. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

### **Special Requirements:**

Paralegal certification. Actively commissioned or obtain commission within one year of employment as a North Carolina Notary Public. Possession of an appropriate driver's license valid in the State of North Carolina.