

COUNTY OF OTERO

PARALEGAL / LEGAL SECRETARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties involving routine administrative and full permanence complex, paralegal duties designed to expedite legal services provided through the department of the County Attorney.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Attorney.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Conducts legal research; provides complex clerical and advanced secretarial support for the County Attorney, transcribes, files, organized office processes and functions; manages department calendar, serves as receptionist, schedules appointments; composes letters and documents; orders materials and supplies, may provide secretarial assistance to other executives and offices of the county, ie., County Manager or HR Director, processing reports and maintaining activities database.
2. Plans organizes and coordinates various administrative functions for the county's administrative offices; may organize administrative support to manage workload demands; drafts, proofreads, edits and disseminates documents and correspondence; prepares and distributes materials, documents and copies; manage, organizes and schedules meetings, teleconferences, etc.; sets up communications equipment as needed; may collect, collate and distribute incoming mail; tracks travel reimbursements; produces presentation materials.
3. Provides legal research and composes routine correspondence involving pertinent laws; prepares exhibits and assists attorneys in the preparation of facts and law in such form as can be used for litigation. Prepares and drafts, files and indexes a variety of civil and criminal legal documents and pleadings such as information, summons, subpoenas, resolutions, zone changes, ordinances, policies, agreements, grants, deeds, courts pleadings, motions, orders, briefs, warrants, complaints, depositions, commitments, contracts, affidavits, letters, easements, and memorandums, shorthand notes or written drafts; may compose such documents as directed; assures timely filing with appropriate court.
4. Performs general contract administration; prepares and processes contracts and agreements; gathers information independently from various departments to effectuate and generate comprehensive and complete legal documents; responds to discovery requests by completing forms and documents; assigns contract numbers and tracks original documents; may monitor contract status and disposition; assists to assure proper publication of county ordinances and resolutions.
5. Performs routines research under special direction from the County Attorney; searches case material, legal opinions, and other formal documents; prepares subpoenas, collects case information from individuals and officers; processes requests for certified driving records and affidavits.

6. Researches property codes, warranty deeds and ownership as necessary and relevant for cases where the County is involved.
7. Prepares and maintains calendar for reference by attorney and other personnel; Sheriff's Office and Attorneys to obtain pertinent information; schedules court dates and times; calendars meetings, conferences, seminars, trials, preliminary hearings, etc. with deputies.
8. Prepares case folder for trial by completing the required documents such as information's, summons, subpoenas, pre-trial reports, etc.; files pleadings with court; maintains a file of all pertinent material related to individual cases, documents and information; monitors court dates; monitors case progress until final disposition, notifies court of any conflicts with defendant, deputies or legal counsel.
9. Compiles court files; maintains legal filing system; maintains records of briefs filed by the department; receives and processes claim documents filed against the County. Coordinates and gathers relevant information for County insurance provider and/or outside counsel on any notices of action against the County. Tracks claims against the County.
10. Other duties as assigned.

PERFORMANCE EXPECTATIONS:

In performance of their respective tasks and duties all employees of Otero County are expected to conform to the following:

1. Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
2. Adhere to all professional and ethical behavior standards inherent to the Public Sector.
3. Interact in an honest, trustworthy and dependable manner with all citizens and employees of Otero County.
4. Possess cultural awareness and sensitivity.

QUALIFICATIONS

Experience and Education:

Three (3) years directly related experience; a certificate in paralegal studies.

Associates Degree in related field or an equivalent combination of education experience.

Ability to:

Read, write, speak and comprehend the English language.

Considerable knowledge of court document maintenance procedures; civil and criminal procedures; modern office practices and procedures; legal terminology, grammar, spelling and punctuation; the process for preparing and filing legal pleadings; modern filing systems related to alphabetical and numeric files; the legal procedures of trials and courts; effective public relations and interpersonal communications. Working knowledge of administrative procedures; basic accounting and bookkeeping. Working knowledge of general legal research methods, sources,

and procedures; basic principles of supervision. Working knowledge of common law, statutory law, and the rules of practice and procedure in New Mexico; of the methods and techniques of legal research and the use of law books and other legal resource.

Working knowledge of the principles and methods of gathering information and preparing reports; of the function and jurisdiction of local, state and federal courts and agencies; of the procedures involved in litigation and administrative proceedings; of basic record maintenance; Knowledge of contract development.

Considerable Skill in taking and transcribing dictation from hand written notes or from recording equipment; office organization, indexing. Some skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents.

Skill in the operation of PC Computer, telephone systems, calculator, fax machine, copy machine.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information and legal information; operate personal computer (windows) utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; establish and maintain comprehensive records and files; perform secretarial, stenographic and machine dictation involving legal terminology and format; effectively deal with stress caused by strict deadlines and work volume; maintain filing and record keeping system; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate a calculator, copy machine, Dictaphone, computer, and other types of standard office equipment.

Must type 75 wpm0

Must possess high level of customer service at all times.

Experience and Training Guidelines

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

Experience:

Two years of experience in corrections or law enforcement or related field.

Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.

Physical Conditions:

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Mental demands:

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

COUNTY OF OTERO

I hereby affirm that I have received a copy of the position PARALEGAL/LEGAL SECRETARY specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described. *(To be completed at time of hire)*

Employee: _____

Date: _____

Witness: _____

Date: _____