

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Paralegal I

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-4341
DEPARTMENT: Prosecutor's Office	ACCOUNTABLE TO: Varies	JOB FAMILY: Legal	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Paralegal performs substantive legal work involving research, analysis, investigation, and trial preparation for an attorney.

DISTINGUISHING CHARACTERISTICS:

Paralegal I is distinguished from other office support classes by activities involving a high level of independence and decision-making authority which are oriented toward the legal objectives of the supervising attorney. Paralegal I is the entry level of a two classification job series.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND/ GRADE
1	Provides legal assistance to attorneys in various phases of trial preparation and case management; procures, reviews, and summarizes records; performs legal research; organizes legal files; schedules and arranges depositions; genetic tests and hearings; drafts a variety of legal documents in all phases of a legal proceeding or claim process.	B2
2.	Locates, interviews and coordinates witnesses and others with knowledge of facts relevant to claims, lawsuits and hearings.	B2
3.	Performs legal research and identifies legal issues to assist an attorney in developing legal case strategy.	B2
4.	Clarifies legal terminology for other departments, agencies or interested parties; interprets and explains legal documents and procedures short of providing legal advice.	B2
5.	Drafts legal documents and takes legal steps resulting from research such as drafting letters, pleadings, stipulations, final orders, ordinances, and other legal documents, setting public or court hearings and explaining procedures, legal documents, or ordinances.	B2
6.	Investigates and conducts interviews to determine appropriate legal action; negotiates settlements under attorney supervision; prepares or delegates the preparation of legal documents or written recommendations for approval.	B2
7.	Coordinates support staff in establishing priorities and direction for preparation of legal documents; acts as a liaison between the attorney and various agencies, claimants, other attorneys and interested parties.	B2
8.	Performs other duties as required.	

Knowledge of: (Position requirements at entry):

- Legal office practices and procedures;
- Statutory, administrative, and case law;

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- Court procedures and legal processes;
- Legal research methodology and resources;
- Investigative techniques;
- Customer Service techniques.

Skills: (Position requirements at entry):

- Researching legal issues and formulating sound conclusions;
- Interpreting policies, procedures, laws and regulations;
- Conveying legal information without providing legal advice;
- Preparing complex legal reports, documents, notices and descriptions;
- Interviewing witnesses;
- Negotiating settlements;
- Presenting recommendations to others;
- Using office equipment such as phones, copiers, calculators, and fax machines;
- Using computer and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience: (Position requirements at entry):

Completion of an approved paralegal program or an equivalent combination of education and experience which consists of a bachelor's degree in a relevant legal field and which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements: (position requirements at entry):

None Required

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 1/1/98

Revised: 03/01/22

Revises: 12/22