Classification Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job descript

Job Title: **Paralegal**

Department: County Attorney

Pay Grade: $22.73 - $25.00 hour, DOQ

Job Type: Full Time

FLSA Status: Non-exempt

Job Status: Open until filled

JOB SUMMARY

The Paralegal is supervised by and reports to the County Attorney. The Paralegal provides administrative support and assists the County Attorney in the provision of legal services to the Board of Supervisors, County Administration and County departments.

ESSENTIAL JOB FUNCTIONS:

Administrative/General

- Serves as the first point of contact for the County Attorney's office in-person, over the telephone and through electronic communication; screen visitors, callers, mail and email, independently answers inquiries of citizens and staff when possible, or directs them to the County Attorney or to a County department when necessary.
- Logs, forwards and tracks ordinances adopted by the Board of Supervisors to the Municipal Code for inclusion in the County Code and maintains database of sent updates.
- Assists in gathering documents and preparation of responses for review by the County Attorney for Freedom of Information Act requests.

- Assists in the preparation of the department budget and handles entry of requisitions and financial documents in County system.
- Updates and helps maintain the County Attorney's calendar including, court hearings, Board of Supervisors, and other board/commission meetings. Coordinates meetings, conference calls and other departmental activities.
- Handles registration for conferences and prepares travel reimbursement forms.
- Responsible for ordering and maintaining office supplies.

Research/Writing

- Conducts legal research as necessary; locates precedent cases, identifies relevant points of law; researches and summarizes findings in writing.
- Drafts and/or reviews contracts/agreements, correspondence, leases, legal memoranda, motions, pleadings, notices, ordinances, deeds, easements, affidavits and orders for review of the County Attorney.
- Identifies, researches, collects and analyzes data to create reports and documents for the County Attorney or on behalf of the County Attorney's Office including, KPIs, searches of land records, case information, state corporation commission and general internet searches.
- Proofreads advertisements, notices, pleadings and other documents.

Litigation
- Prepares and assists with cases for litigation, documents for recordation, and; prepares and processes documents for filing and recording in all courts; prepares exhibits to be included in pleading and/or presented in court.
- Prepares necessary paperwork to institute civil collection of outstanding monies owed to the County.
- Prepares and maintain case files to include all necessary documents. Follow up with departmental contacts to obtain documents and information needed for court.
- Engage in all aspects of trial/hearing preparation to assist County Attorney with litigation matters.
- Drafts responses to subpoena duces tecum request for County Attorney signature.

Performs other assigned duties.

MINIMUM QUALIFICATIONS TO PERFORM WORK:
- Associates or Bachelor's degree in Paralegal Studies or other discipline.
- A minimum of three (3) years of responsible clerical experience. Preference will be given to candidates who have worked in a local government setting and/or have experience working in a law office.
- An equivalent combination of training, education and/or experience.
- Certification from an American Bar Association accredited paralegal program preferred but not required.
- Requires working knowledge of basic legal principles and court or administrative procedures as they relate to assigned duties.
- Must pass a background check prior to employment
- Must possess driver's license valid in the Commonwealth of Virginia

KNOWLEDGE, SKILLS AND ABILITIES:
- Excellent verbal and written communication skills.
- Strong organizational, analytical and problem-solving skills; Detail-oriented, capable of multi-tasking and working independently.
- Comfortable with use of technology and willing to learn new systems; Proficient in Microsoft Office suite.
- Ability to establish and maintain effective working relationships with public officials, County employees and the general public.
- A positive attitude and team player that will act with integrity, professionalism and maintain the security of highly sensitive confidential information.
- Familiarity with local government is preferred.

PHYSICAL DEMANDS:
The work is typically performed in a seated position in an office setting where no hazardous conditions are prevalent. Exposure to computer screens. Frequent walking, standing, bending, stooping, and some lifting of light objects are required. Frequent sustained operation of office equipment is required. The candidate must be physically able to operate a variety of automated office machines, which include a computer, printer, calculator, etc.

WORK ENVIRONMENT:
- Professional office setting
- Due to the nature of work assignments, candidates must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint.
- Requires the ability to travel among various work sites including travel to area court houses to assist with research or filing of court documents.
- Eligible for intermittent telework following successful completion of the probationary period.

To submit your application along with a cover letter, please visit:

https://www.surrycountyva.gov/362/Employment-Opportunities