

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: APRIL 16, 2013**  
**CLOSING DATE: APRIL 22, 2013**

**DEPARTMENT:** County Attorney

**POSITION:** Paralegal

**LOCATION:** Globe

**JOB CODE:** 13-040

**ANNUAL SALARY:** \$40,081.60-\$59,488.00 DOE

### **NATURE OF WORK**

Performs advanced level research work of considerable difficulty in obtaining information for enforcement proceedings; performs other work as required or assigned. This position works under general supervision. Positions at this level are assigned a broad range of duties in the occupation. The employee uses judgment in selecting appropriate guidelines and in applying general policies and procedures. Significant deviations from established work processes require prior approval. The work produced and decisions made affect non-routine operations of the work unit. The employee applies knowledge to diversified subject matter, requiring some judgment in applying established procedures and guidelines.

### **DUTIES AND RESPONSIBILITIES:**

- Acts as arbitrator and liaison between disputing parties.
- Files pleadings with court clerk.
- Investigates facts and law of criminal cases to determine causes of action and to prepare case accordingly.
- Prepares legal documents such as briefs, pleadings, appeals, and contracts for review, approval, and use by attorneys.
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, constitutions, and legal codes.
- Acts as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date.
- Delivers or directs delivery of subpoenas to witnesses and parties to an action.
- Directs and coordinates activities of civil/criminal division employees.
- Prepares affidavits of documents and maintains document file.
- Performs other clerical duties as required or assigned.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

### **EMPLOYMENT STANDARDS:**

Associates Degree in Paralegal Studies or a minimum of thirty (30) semester hours of post high school course work in paralegal studies. Two (2) years of experience as a paralegal in a private or public criminal law practice.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

#### **Knowledge of:**

- The principles and procedures of the Arizona criminal justice system.
- The application of statutes and legal precedents.
- The preparation of legal defenses and prosecutions.
- The practices and principles of investigative work.

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**Ability to:**

- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Obtain valid information by interviews and interrogations.
- Perform under tight deadlines and moderate to high pressure.

**Skills in:**

- Conduct and apply advanced investigative techniques.
- Gather, analyze, and evaluate facts and evidence.
- Operating word processing systems.
- Conduct electronic legal research.
- Write legal documents and correspondence.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.