

WASHINGTON COUNTY
Job Description

JOB TITLE: Bilingual Paralegal

Exempt (Y/N):No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: October 2012

SUPERVISOR: Office Manager

ACCOUNTABILITY OBJECTIVE:

The incumbent provides a variety of duties to assist attorneys to whom assigned according to established policies and procedures. Performs all paralegal duties with the department and observes confidentiality of all matters, with an emphasis on providing pertinent support through use of bilingual skills. Provides Hispanic victims of crime with information and support needed to ensure positive experiences with the criminal justice system. Organizes and maintains case files, pleadings and other documents and attorney notebooks. Summarizes articles, reports, witness statements, etc. Ensures that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Acts as a liaison between law enforcement and the Hispanic community and develops an outreach program to the Hispanic community.
2. Is available for translation services to other offices in the Courthouse.
3. Follows the ethical requirements as set forth by the Rules of Professional Conduct of the State.
4. Reviews and analyzes cases in order to assist in preparation of cases for trial.
5. Educates Hispanic victims on the process of pursuing criminal charges and what to expect once a complaint/arrest has been made. Remain available to victims and their families for crisis intervention support.
6. Assist in interviews where a language barrier exists between members of this office and Spanish speaking persons.
7. Translates previously recorded interviews, depositions, informant tapes, any other evidence collected by this office as needed.
8. Transcribes previously recorded interviews, depositions, informant tapes and any other evidence collected by this office as needed.
9. Fulfills the prosecutors' obligation to notify Hispanic victims of court dates, motions, prosecutor meetings, plea offers, dispositions, and offender status.
10. Assist non-English speaking victims with filing applications for Crime Victims reparations, Sexual Assault Reimbursement. Maintain contact with representatives of the Attorney General's Office regarding filed applications and court ordered restitution.

11. Meet with all potential Hispanic protective order petitioners to determine eligibility and need. Explain the protective order process and assess completed petitions for completeness.
12. Drafts information, routine notices, affidavits, motions and other pleadings.
13. Establishes, organizes and maintains attorney trial notebooks, expert witness notebooks, document indexes and lists.
14. Locates and confers with expert witnesses and resource people. Arranges for expert witnesses.
15. Conducts research and locates cases, depositions, opinions, reports and information related to the matter.
16. Reviews and outlines statements, indexes and summarizes documents.
17. Utilizes computerized litigation techniques and software when applicable.
18. Assists in preparation of the cases for trial by drafting and preparing: Pre-trial Orders, Form Instructions to the Jury, Requested Voir Dire of Jurors, Conduct Jury Investigation, Prepares Witness and Exhibit Lists, Motions in Limine and Subpoena and contacts witnesses.
19. Follows up on all subpoenas for service and/or receipt of requested documents.
20. Assists in the trial of the case, including scheduling of witnesses-controls and tracks exhibits.
21. Communicates with defense attorneys for plea offers at request of the Deputy Prosecutors.
22. Performs assigned legal research tasks using all available resources, including electronic libraries.
23. Communicates with attorneys, legal enforcement officers and others in office.
24. Maintains constant communication with the crime lab, members of the medical community and government officials to act as a liaison for this office.
25. Prepares Judgments for Judge's signature in all cases being pled.
26. Conducts all liaison activities in a professional manner to ensure maximum cooperation between and among the county and other agencies.
27. Ensures all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
28. Treats all citizens of Washington County in a professional and ethical manner.
29. Run ACIC criminal history records.
30. Schedule Arraignments.

31. Pick up evidence from police department.
32. Provide back-up support for the front desk.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Minimum of high school diploma. Five(5) years experience with three (3) or more legal years secretarial experience. Written and spoken fluency in both English and Spanish languages. Knowledge of criminal judicial system. Knowledge of juvenile judicial system. Understanding of legal terminology.

OTHER SKILLS and ABILITIES:

The incumbent should possess accurate typing skills and Dictaphone skills; have strong written and verbal communication skills; have understanding of legal terminology; knowledge of modern office practices, produces and equipment; Ability to establish good rapport with individuals, often under difficult circumstances. Should possess computer skills (Microsoft Office; Windows; Corel) and have knowledge of general office machines such as calculator, copier, FAX, printer, Dictaphone, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, bend, and stoop; use hands to feel, handle objects and to talk or hear. The employee must occasionally reach with hands and arms; stand and walk.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.