



# **NEWTON COUNTY** **HUMAN RESOURCES**

July 29, 2010

**POSITION TITLE:** PARALEGAL  
NEWTON COUNTY PUBLIC DEFENDERS OFFICE

**CLOSING DATE:** 08/12/2010 @ 12:00PM

**SALARY:** \$15.97-\$16.77/hr

**HOURS OF WORK:** 8AM TO 5PM

**POSTION SUMMARY:** Gathers, processes, and disseminates information to support the activities of the Public Defender's Office. Contacts clients, witnesses, attorneys, and other legal parties. Assists in the preparation and service of legal documents. Conducts legal and factual research. Coordinates law office activity, including delivery of subpoenas. Coordinates responses to legal requests. Gathers and analyzes data, statutes, decisions, legal articles, and documents. Investigates facts of cases, evidence and applicable case law. Reviews case files and relevant data to identify issues pertinent to pending cases.

**MINIMUM QUALIFICATIONS:** All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following minimum requirements: Bachelor's Degree in law-related field;

Or

Associate's Degree in paralegal studies: and prior legal experience (minimum six months to one year)

**WORK CONDITIONS AND PHYSICAL ACTIVITIES:** While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear, and lift and/or move up to 10 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds.

**SELECTION PROCESS:** A Newton County Employment Application **MUST BE RECEIVED** at 1124 Clark St. Covington, GA 30014 on or before August 12, 2010. Applications are available in our office or online at [www.co.newton.ga.us](http://www.co.newton.ga.us). Currently we DO NOT accept applications via fax. You must either mail it in or drop it off. We will contact by **phone or mail** only those applicants whose qualifications meet our minimum requirements and are selected to move forward in the process. We comply with the Drug Free Workplace Guidelines. EOE

**NEWTON COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE:** PARALEGAL  
**DEPARTMENT:** PUBLIC DEFENDER  
**REPORTS TO:** PUBLIC DEFENDER

**JOB CODE:**  
**DATE:** 070110

**JOB SUMMARY:**

Gathers, processes, and disseminates information to support the activities of the Public Defender's Office

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Contacts clients, witnesses, attorneys, and other legal parties.

Assists in the preparation and service of legal documents.

Conducts legal and factual research.

Coordinates law office activity, including delivery of subpoenas.

Coordinates responses to legal requests.

Gathers and analyzes data, statutes, decisions, legal articles, and documents.

Investigates facts of cases, evidence and applicable case law.

Reviews case files and relevant data to identify issues pertinent to pending cases.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Personal Computer and/or Terminal	Typewriter
Calculator	Vehicle	

**MINIMUM QUALIFICATIONS REQUIRED:**

All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following minimum requirements:

**Education and Experience:**

Bachelor's Degree in law-related field; or

Associate's Degree in paralegal studies; and

Prior legal experience

**Licenses and Certifications:**

Valid State Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge in:**

Knowledge of legal terminology and the Criminal Code of Georgia.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of personal computers and other general office equipment.

Computer applications related to work.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Observation and analysis of human behavior

Preparing clear and concise reports, correspondence and other written materials.

Maintaining Client Confidentiality

**Mental and Physical Abilities to:**

Understand and carry out oral and written instructions, giving close attention to detail and accuracy

Be articulate while testifying in court or other legal proceedings.

Read and interpret documents such as crime reports, social agency reports, legal references, court documents.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Use and operate cameras and video equipment.

Speak effectively before public groups and respond to questions.

Define problems, collect data, establish facts and draw valid conclusions.

Interpret a variety of instructions in written, oral, diagram or schedule form.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds.

This class specification should not be interpreted as allinclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform jobrelated responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.