



SNOHOMISH COUNTY
invites applications for the position of:

VGAL Program Superior Court - PARALEGAL

SALARY: \$26.61 - \$32.33 Hourly
\$4,613.01 - \$5,604.71 Monthly
\$55,356.12 - \$67,256.52 Annually

OPENING DATE: 10/25/16

CLOSING DATE: 11/13/16 11:59 PM

DESCRIPTION:

Provides complex legal, analytical, and independent paralegal and administrative assistance to the Snohomish County Volunteer Guardian Ad Litem (VGAL) Program. Legal content is supervised by an Attorney.

SELECTION PROCESS

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS. Do this *prior to the closing* date to get confirmation that your application was received. On the Snohomish County job listing web page there is a link to Tips on Applying to assist you through the application process. If you have problems with your application please contact NEOGOV Applicant Support at 855-524-5627.

In order to be considered for this position, applicants must submit a cover letter and resume.

1. Application received
2. Supplemental questions reviewed and scored for qualified applicants
3. Review of applications
4. Interviews with the most qualified applicants
5. Second interviews may be conducted at management's discretion
6. Must pass a criminal background check. May need to pass a polygraph examination and a psychological examination
7. Job offer to selected candidate; anticipated start date is January 2017.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages an assigned Dependency caseload requiring independent assessment and judgment in determining appropriate action to take in individual cases; drafts discovery and court documents including motions and briefs; oversees and reviews individual cases; determines and is accountable for decisions regarding the processes of each case assigned; responsible for meeting multiple legal requirements of each case, such as federal and state mandated deadlines and statutorily defined processes; conducts interviews with parties and witnesses as needed.
2. Analyzes all pertinent elements of a case and is responsible for many aspects of preparation for mediation/trial; researches, recommends and schedules professional or independent witnesses or services necessary for the progression of the case, including initiating and responding to contacts with other agencies, witnesses, courts, boards and commissions; prepares visual aids and graphic exhibits; prepares witness lists, trial notebooks and discovery; assists attorneys at hearings or trials.

3. Locates, reviews and organizes documents for production; drafts discovery responses; files and distributes documents in a timely manner; organizes, analyzes, reviews and maintains cases; creates chronologies, abstracts, statistical charts and summaries; assists with auditing process.
4. Conducts computer and manual legal research, shepardizes briefs, provides significant support to attorneys in preparing legal memoranda; uses full range of legal resource materials and uses uniform citation code.
5. Creates, supervises and supports computerized and manual systems for the organization and management of litigation and discovery; maintains calendaring system.
6. Independently performs major departmental functions as directed by management and attorneys.
7. Researches, recommends and secures services of professional consultants and expert witnesses as directed.
8. Tracks and processes incoming discovery requests; completes the redaction of the discovery requests.
9. Provides lead direction and training to all subordinate level employees as directed.
10. Initiates and maintains contact with witnesses to relate pertinent information and coordinate interviews and court appearances.
11. Researches, creates, maintains and trains others in software programs used to develop visual aids and exhibits and software in general.

STATEMENT OF OTHER JOB DUTIES

1. May function as unit liaison between other office units, other agencies, court, and public as directed.
2. May redact audiotaped and videotaped statements and prepare transcription, as needed for hearings or trial.
3. May perform all the duties of subordinate level employees.
4. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A Bachelor's degree with focus in legal studies or pre-Law; OR AA Paralegal/Legal Assistant degree from an accredited program; AND, three (3) years experience as a paralegal/legal assistant; OR, demonstrated equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)