



SNOHOMISH COUNTY
invites applications for the position of:

GM Program Superior Court - Paralegal

SALARY: \$27.28 - \$33.15 Hourly

OPENING DATE: 02/07/17

CLOSING DATE: 02/19/17 11:59 PM

DESCRIPTION:

Provides complex legal, analytical, and independent paralegal and administrative assistance to the Snohomish County Guardian Monitoring Program (GMP) Program. Legal content is supervised by an Attorney (retired judge).

This is a 20-hour per week position.

Must pass job-related tests including a criminal history background investigation, and reference verification.

SELECTION PROCESS

Applicants must electronically submit (1) an application through Snohomish County's NEOGOV site, (2) a resume, (3) and a cover letter by 11:59 p.m. on the closing date of Sunday, February 19, 2017, to be considered.

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.

1. Application received
2. Supplemental questions reviewed and scored for qualified applicants
3. Review of applications
4. Interviews with the most qualified applicants
5. Must pass a criminal background check
6. Second interviews may be conducted at management's discretion
7. Job Offer to selected candidate

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages a caseload requiring independent assessment and judgment in determining appropriate action to take in individual cases; 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.
2. Responsible for volunteer oversight and recruitment. Performs ongoing public relations work; provides direction and training to all volunteers.
3. Locates, reviews and organizes documents for production; 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, provides significant support to attorney (retired Judge) 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 (retired judge).
7. Initiates and maintains contact with litigants to relate pertinent information and coordinate court appearances.
8. 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 perform all the duties of subordinate level employees.
3. Other duties as assigned.

MINIMUM QUALIFICATIONS:

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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.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- legal terminology and legal document formats
- court rules, procedures, laws and regulations for numerous state, federal, and appellate courts, commissions and boards
- public disclosure laws, rules and regulations
- redaction tools and processes for production of discovery and public disclosure requests
- discovery process
- department operational standards and procedures
- extensive legal research methods and sources
- records storage procedures for retrieving materials and files for case work
- basic supervision
- principles and practices of technical legal writing
- rules of civil procedure

Ability to:

- maintain accurate and complete case records and required reports
- accurately and timely manage a high volume of work
- perform legal research
- observe a high level of confidentiality, discretion and judgment
- demonstrate good oral and listening skills
- effectively interview
- independently research and solve problems
- read, interpret and apply procedures, laws, rules, regulations and guidelines

- communicate effectively and courteously with people of diverse ethnic backgrounds, attorneys, clients, judges and the general public, both orally and in writing
- write clearly and concisely about complex subject matter
- analyze and synthesize data for reports and exhibits
- use time efficiently to organize and perform multiple tasks to meet multiple concurrent deadlines with a high degree of independence
- work calmly under pressure to meet deadlines and cope with interruption;
- perform duties effectively despite difficult subject matter
- work patiently and positively with volunteers

SUPERVISION

Employees receive general supervision from the Programs Administrator attorney.

WORKING CONDITIONS

The work is performed in a typical office environment.

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

[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2017-SSC-5080
GM PROGRAM SUPERIOR COURT - PARALEGAL