

GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Paralegal I

Job Code: LET030

Grade: G

Salary Minimum: \$33,042.45

Salary Midpoint: \$42,703.38

Salary Maximum: \$52,364.30

Job Description:

Under direct supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action or administrative action for the Circuit Public Defender Office. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments, and interviews.

Job Responsibilities and Performance Standards:

- Calls or contacts witnesses, attorneys, and other legal parties.
- Compiles and prepares legal documents such as subpoenas, briefs, pleadings, appeals, decisions, and certificates of service.
- Conducts legal research.
- Coordinates law office activity, including delivery of subpoenas.
- Coordinates response to interrogatories and other legal requests.
- Gathers and analyzes data, statutes, decisions, legal articles, and documents.
- Investigates facts of cases, evidence and applicable case law to determine causes of action and to prepare cases.
- May provide guidance to others in legal research.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases or issues.
- Schedules and participates in hearings between parties.
- All other duties as assigned.
- This position serves at the pleasure of the Executive Director.

Sample Technical Competencies:

- Ability to use Nexus/Lexis and/or Westlaw software.
- Ability to prepare and/or coordinate trial documents, evidentiary documents, or exhibits.
- Ability to gather and interpret regulatory provisions and present findings.
- Ability to prepare discovery requests and/or responses.
- Knowledge of program policies and procedures.

Entry Qualifications:

Associate's degree in paralegal studies from an accredited college or university OR certificate from a paralegal training program OR One year of experience as a legal assistant in a legal environment.

Career Development Levels:

Paralegal II

Paralegal III

Paralegal IV