

## GEORGIA PUBLIC DEFENDER COUNCIL

**Job Title: Paralegal I**

**Job Code: LET030**

**Grade: G**

**Salary Minimum: \$29,771.59**

**Salary Midpoint: \$39,060.94**

**Salary Maximum: \$48,350.29**

**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.

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**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 data base searches to identify laws and court decisions relevant to pending cases or issues.
- Schedules and participates in hearings between parties.
- 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