



GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: Paralegal II
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Job Code: LET031
Grade: H

Salary Minimum: \$32,248.75
Salary Midpoint: \$42,467.04
Salary Maximum: \$52,685.32

Description of Duties: The Paralegal II will provide legal support and assistance to attorneys, judges, the courts, or other legal personnel. The duties and responsibilities involve supporting attorneys and judicial functions by conducting legal research and assisting with case preparation, preparing legal documents, maintaining case files and calendars. Assistance and coordination in preparing and conducting research to support a legal proceeding, formulate a defense, or initiate legal or administrative action for the Circuit Public Defender's Office. Drafts and prepares legal documents for review. Performs other related duties as required.

Essential Duties and Responsibilities:

- Assists attorneys with preparing cases for hearings and trials. Reviews case files and evidence; conducts legal research; analyzes information from legal sources such as statutes and case law. Interviews, victims, witnesses, or clients. Summarizes case information; attends court with assigned attorneys to provide support, and makes recommendations regarding charges, investigations, and other case activities.
- Compiles and prepares a variety of legal documents, reports, and court orders. Drafts correspondence, subpoenas, indictments, pleadings, briefs, motions, warrants, or other legal documents. Review correspondence and documents for correctness and legal compliance. Files pleadings and legal documents with courts and generates prints, copies, and distributes legal documents and reports.
- Maintains computerized and physical case files and information. Initiates case files in specialized databases. Locates, collects, and assembles physical case files according to established procedures. Inputs and modifies various legal data and information; monitors court appearances and updates case files accordingly. Verifies data and information are complete and up-to-date; and closes and archives case files.
- Coordinates and maintains calendars for attorneys. Schedules appointments, conferences, and court dates; makes travel arrangements; monitors calendars, due dates, and open cases; and ensures materials are available for conferences and court dates based on calendars.
- Serves as initial contact/resource person by screening calls, visitors, and mail. Receives, reviews, and routes legal documents and correspondence; responds to requests for information and assistance; interprets and explains policies and procedures; researches and gathers data to provide accurate answers and information; and refers more technical questions or issues to appropriate legal staff.



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- Communicates with supervisors, attorneys, judges, law enforcement, other employees, clients, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems.
- This position serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

- Associate's Degree in paralegal studies from an accredited college or university
OR
- Certificate from a paralegal training program AND One year of experience in a legal environment
OR
- Two years of experience as a legal assistant in a legal environment

AGENCY QUALIFICATIONS:

- One or more year(s) of experience as a legal assistant in a legal environment.
- 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.
- Ability to demonstrate excellent communication and interpersonal skills with diverse populations and groups, including superior written and spoken communication.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER