



## GEORGIA PUBLIC DEFENDER COUNCIL

**Job Title: Paralegal III**  
**Job Code: LET032**  
**Grade: I**

**Salary Minimum: \$38,452.58**  
**Salary Midpoint: \$50,142.29**  
**Salary Maximum: \$61,832.00**

**Job Description:** Under broad supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or initiate legal or administrative action. 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 data base 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.
- 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 AND One year of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Two years of experience as a legal assistant in a legal environment OR Four years of experience as a legal assistant in a legal environment.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**