



## GEORGIA PUBLIC DEFENDER COUNCIL

**Job Title: Paralegal IV (Clayton Judicial Circuit)**

**Job Code: LET033**

**Grade: J**

**Salary Minimum: \$37,970.99**

**Salary Midpoint: \$50,335.11**

**Salary Maximum: \$62,699.23**

### **Job Description:**

Under limited supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action for the Circuit Public Defender Office. Drafts and prepares legal documents for review. May serve as a subject matter expert and /or a lead worker.

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### **Job Responsibilities and Performance Standards:**

- Summarizing cases and preparing reports for attorneys
- Conducting research, investigating facts, and developing legal arguments
- Drafting legal documents such as briefs, depositions, and pleadings
- Preparing and filing documents with courts
- Organizing and archiving the documents related to completed and ongoing cases
- Keeping track of changes in legal framework and providing timely updates on these changes
- Assisting attorney(s) in preparation for hearings and trials
- Interviewing client and witnesses
- Reviewing Discovery
- Identify relevant legal articles, laws, and judicial decisions for cases
- Successfully complete special projects and other assignments as requested
- Case administration and document management
- Analyzing, collating, and summarizing large quantities of information
- Attending meetings with client, conferences with counsel and court appearances
- Liaising with police, prosecution, and court
- Serves at the pleasure of 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.
- Ability to plan work of staff.

**Entry Qualifications:**

Associate degree in Paralegal studies AND Two years of experience as a legal assistant in a legal environment OR Certificate from a paralegal training program AND Three years of experience as a legal assistant in a legal environment OR Five years of experience as a legal assistant in a legal environment OR One year of experience at the lower level LET032).

**Agency Qualifications:**

- Highly preferred Juris Doctorate and excellent writing skills
- Ability to interact with people, prioritize and handle numerous competing demands in a high volume, fast-paced working environment
- Proven ability to work effectively in independent settings or as a team, without daily close supervision
- Ability to communicate effectively with a variety of contacts including outside attorneys, management, investigators, court personnel, and administrative assistants to name a few
- Excellent at multi-tasking
- Anticipate support needs of attorneys
- Identify and resolve or escalate issues in a time manner
- Minimum of six months experience working as a paralegal/legal assistant in a criminal law department/firm
- Excellent communication and inter-personal skills
- A strong work ethic and willingness to undertake projects

**Career Development Levels:**

Assistant Public Defender I  
Assistant Public Defender II  
Assistant Public Defender III  
Assistant Public Defender IV