

GEORGIA PUBLIC DEFENDER COUNCIL



Job Title: Paralegal IV

Job Code: LET033

Grade: J

Salary: Starting at \$60,000

Location: Central Office

Duration: Funding is provided for two years after the hire date

Grant Funded: This position is funded through the State of Georgia; funding is apportioned for at least two years of employment after a candidate's hire date.

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.

Job Responsibilities and Performance Standards:

- Performs job responsibilities with minimal supervision.
- Serves as job expert or organization resource in assigned areas.
- 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.
- Coordinates office activity, including delivery of subpoenas.
- Coordinates response to interrogatories and other legal requests.
- Delivers legal pleadings.
- 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.
- Provides instruction and assistance in conducting legal research.
- Responds to outside inquiries as authorized.
- 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.
- May supervise other administrative staff.
- 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.
- Ability to plan work of staff.

Entry Qualifications:

Associate's 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).

Career Development Levels:

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