

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 3, 2025

PARALEGAL III

DISTINGUISHING FEATURES OF THE CLASS: This work involves complex paralegal work and assisting with day-to-day administrative functions related to the work of assigned staff and a variety of tasks that, while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedure and research techniques to facilitate the preparation of legal documents in matters of litigation. The incumbent performs a wide variety of legal, fiscal, and administrative tasks required of a legal office. The work involves an understanding of laws, policies and procedures. This position supervises and allocates work for Paralegals I and II and ensures that paralegal staff training requirements and documents are properly completed and submitted appropriately. May assign and oversee the work of Court Assistants. The work is performed under the general supervision of the department's attorneys with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and allocates work to paralegals and court assistant staff, including but not limited to, conducting meetings as needed and addressing issues in the workplace or referring such issues to the supervising Attorney and manage day-to-day functions;
2. Assists in the formulation of office policies and procedures and informs employees of any change in policy and procedure, as directed by the supervising Attorney;
3. Conducts Department meetings to ensure that the office is running efficiently and to maintain communication between all members of the office;
4. Prepares orientation material and conducts such orientation for newly hired paralegals and ensures that the new employee is provided with everything needed to carry out their duties;
5. Ensures that annual mandated trainings are completed;
6. Ensures compliance with all department, court and statutory limitations;
7. Performs the work of a Paralegal as assigned;
8. Assists attorneys and clerical staff in case and hearing preparation, including proper and timely filing of papers; researches legal issues, prepares drafts of legal documents, and maintains digital and hand files;
9. Generates legal documents and correspondence, including but not limited to orders and motions;
10. Maintains office statistics, as directed;
11. Assists attorneys on special assignments, as assigned;
12. When delegated, may assign and oversee the work of Court Assistants;
13. May participate and assist in personnel related matters such as bi-weekly payroll, submitting personnel transactions, interviewing, employee training and evaluations, grievances, and disciplinary procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal principles, practices, terminology, procedures and legal research; ability to operate a personal computer and modern office software at an acceptable rate of speed and accuracy; ability to handle routine administrative details independently, including the composition of legal papers, letters and memoranda; ability to establish and maintain cooperative relationships with the public and other governmental and private agencies; ability to plan, assign and supervise the work of others; ability to manage multiple priorities and deadlines under pressure; ability to understand and carry out complex oral and written directions; ability to review numerous complaints within the office and to suggest and take appropriate measures in an effort to resolve them; ability to compile, maintain, and process payroll and personnel related records and reports; ability to maintain a strict code of confidentiality; mental alertness; neatness; accuracy; integrity; sound professional judgment, tact; initiative; resourcefulness; physical condition commensurate with the demands of the position.

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PARALEGAL III CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Paralegal II immediately preceding the date of exam.

OPEN COMPETITIVE QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree in Paralegal, Legal Studies, or related field **and** one (1) year of paid experience as a paralegal or administrative assistant in a law firm; **OR**
2. Graduation with an Associate's Degree in Paralegal, Legal Studies, or related field **and** three (3) years of paid experience as a paralegal or administrative assistant in a law firm; **OR**
3. Five (5) years of paid experience working as a paralegal or administrative assistant in a law firm; **OR**
4. Graduation with a degree in Law (JD – Doctor of Laws or L.L.B. – Bachelor of Laws).

NOTE:

1. Part-time experience will be pro-rated.
2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.