



# COUNTY OF NYE

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## CLASS TITLE: Supervising Paralegal

### BASIC FUNCTION:

Under general supervision, provides a wide variety of paralegal expertise in law research and legal document preparation related to organization issues, operations, and litigation in accordance with policies, procedures, and federal, state, and local laws. Reviews the activities, operations, and functions of the District Attorney's Office, including comprehensive legal secretarial support and provides highly responsible and complex administrative support to the District Attorney. Assists District Attorney, Chief Deputy District Attorneys, District Attorneys, Investigators, Executive Legal Secretaries, and Front Desk Assistants in variety of tasks. Acts as Lead for Executive Legal Secretaries and Front Desk Assistants as directed.

### REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties and are subject to change at the discretion of the District Attorney).*

1. Coordinates, interacts with, and represents the department to the general public, elected officials, law enforcement, department heads, attorneys, state, federal, and local governmental agencies regarding programs, policies and activities.
2. Advises, updates, and meets with the Investigators, Deputy DA's, Chief Deputy DA's and District Attorney regarding status of cases and critical issues.
3. Researches and analyzes criminal and civil law sources such as statutes, recorded judicial decisions, legal articles, and legal codes; drafts correspondence and documents to others regarding answers to legal questions, legal opinions, appeals, pleadings, subpoenas, interrogatories, requests for production, deposition notices, resolutions, settlement agreements, contracts, collections, and other legal documents; prepares and assembles reports.
4. Prepares and proofs legal documents such as briefs, petitions, motions, affidavits and other documents for use by attorneys; coordinates and monitors assigned projects. Prepares specialized documents, governors' warrants, detainers, and extraditions.
5. Investigates facts and case law to prepare cases and determine actions; recommends strategy.
6. Supports legal case preparation; reads and reviews reports; acquires background information; organizes trial orders, schedules, and court filings; contacts witnesses, victims, attorneys, and others associated with cases; acquires and organizes related reports, documents and other background information; interviews witnesses, victims, and other participants in the legal process.

7. Gathers information for prosecution and litigation; prepares written and oral reports for internal and external audiences; tracks legal documents, and routes to parties, attorneys, and courts for processing.
8. Assists attorneys in litigation and prosecution by tracking the course and deadlines of cases; assists at trials, hearings, depositions, and strategy meetings; establishes and maintains complex files related to criminal and civil cases.
9. Receives, screens and answers inquiries from the general public, other agencies, other departments, attorneys, judges, department heads, elected officials, law enforcement and legal officials via telephone, or in person regarding legal matters, the department, programs, policies and procedures consistent with operational policies and procedures of the department. Responds to both internal and external inquiries, providing information regarding the particular area of assignment, which may require the use of judgment, discretion, and moderate legal knowledge, and refers inquiries as appropriate.
10. Prepares, maintains, and distributes appointment calendars, court calendars, meeting schedules, conference schedules, legal response deadlines, and advises attorneys of important meetings, appointments, hearings, and court proceedings.
11. Liaison between District Attorney, Chief Deputy District Attorneys, Deputy District Attorneys, Investigators, Executive Legal Secretaries, Law Enforcement agencies, Victims, Witnesses, and Expert Witnesses regarding all aspects of cases, including, but not limited to court testimony, assisting, and directing victims or witnesses to appropriate agencies.
12. Directs and supervises Office Assistant(s) and Executive Legal Secretaries. Assigns, monitors, reviews, and evaluates work assignments/case management of staff for efficiency and effectiveness with established policies and procedures. Responsible for ensuring the tasks assigned to Executive Legal Secretaries and Office Assistant(s) are completed in a timely manner and in accordance with office standards. Assist with the development of Executive Legal Secretaries in learning the court rules, pleading and correspondence formats and case management procedures along with all other duties of the classification.
13. Liaison between the District Attorney and the Department of Public Safety, Records and Identification Bureau, of the State of Nevada, state officials, court officials, law enforcement administrators, information technology personnel and approval users through the State as assigned Assistant Terminal Agency Coordinator (ATAC) for NCIC/NCJIS.
14. Composes, recommends, administers, implements and forwards internal office policies, goals, and procedures regarding the use of NCIC/NCJIS to the department head, appropriate State department and Federal Bureau of Investigation. Coordinates, maintains, and administers security for NCIC/NCJIS. Composes and reviews contracts, implements, trains and monitors use of NCIS/NCJIS by staff
15. Assists with the composing, recommending, administering, and implementing office policies, procedures, and goals at the direction of the District Attorney.

## **Knowledge & Abilities:**

The ability to supervise, plan, organize, and review others work; Training others in policies and procedures and work with high standards; Understanding, applying and explaining office processes and procedures; Organizing, prioritizing and coordinating work activities, training and critical deadlines; successfully work with people of a variety of different socioeconomic and ethnic and cultural backgrounds where relations may be confrontational or strained; Prepare clear and concise reports, correspondence and other written materials; Organize own work, setting priorities and meeting critical deadlines; Knowledge of Federal and state constitutional, administrative, civil, and criminal law, and organization regulations, codes, policies, and procedures. Legal concepts, terminology, phraseology, forms, documents, principles, procedures, and practices. Skill and ability to draft pleadings and other legal documents from stenographic notes, brief instructions, dictated or printed information. Ability to enforce NCIC/NCJIS laws and regulations with firmness, tact and impartiality. Considerable knowledge of file systems, office equipment and computer software programs, including, but not limited to Word, Excel, Access, Power Point, and Outlook; Work under pressure and multitask; Develop cooperative working relationships with your co-workers, other departments, attorneys, elected officials, law enforcement, department heads, attorneys, state, federal, and local governmental agencies, other states' public and private legal offices, and the general public; Read, interpret, understand, apply and explain technical laws and legal procedures; Analyze information and situations using sound and independent judgment to make decisions and determine appropriate course of action, including legal actions.

## **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or equivalent **and** four years of increasingly responsible paralegal experience in a legal setting directly related to the duties and responsibilities of the class. Must type a minimum of 50 words per minute. Knowledge of office practices and commonly used equipment including a personal computer.

## **LICENSES:**

Valid Nevada driver's license. Possession of or ability to obtain, NCIC/NCJIS proficiency affirmation certifications. Must be bondable.

## **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Reports to the District Attorney. Supervises Lead/Supervisory Executive Legal Secretaries, all Executive Legal Secretaries and Office Assistant(s) as directed by the District Attorney.

## **CONTACTS:**

Co-workers, other departments, elected officials, law enforcement, department heads, attorneys, state, federal and local governmental agencies, other states public and private legal offices, and general public.

## **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Mobility to work in a typical office and court setting, use standard office equipment, and to drive a motor vehicle to travel to various locations. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions. Normal office and court environment