



JOB DESCRIPTION - PARALEGAL

Department – District Attorney

FLSA: Non-Exempt

Type: Full Time Regular

POSITION SUMMARY

This position reports to the District Attorney. The Paralegal in this position will be responsible for receiving, cataloging and disseminating all discovery materials involved with criminal cases to ensure compliance with Texas Code of Criminal Procedure Art.39.14 (The Michael Morton Act). The position will also be responsible for assisting attorneys with drafting and filing notices and motions as required by the Texas Rules of Evidence and Code of Criminal Procedure.

ESSENTIAL RESPONSIBILITIES

- Perform full paralegal and administrative duties for legal staff.
- Proofread legal documents and make corrections.
- Prepare case files for hearing and assist attorneys during court hearings.
- Communicate with various attorneys and appropriate staff or general public related to case information.
- Document and maintain required records and statistics in case management databases.
- Ensure compliance with any or all applicable laws, statutes, regulations, policies and update staff on applicable changes.
- Gather information for reports.
- Draft pleadings, orders, notices, subpoenas and correspondence.

ADDITIONAL RESPONSIBILITIES

Any other duties as assigned or required within the scope of the department.

WORKING CONDITIONS

This position is inside the county offices in a normal office environment. It has frequent contact with the public and other county department employees. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.

MINIMUM REQUIREMENTS / QUALIFICATIONS

- Paralegal Certificate, Associate's degree or equivalent experience.
- Three (3) years legal work experience preferred.



PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Paralegal and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is a FLSA non-exempt regular full-time position.

Employee's Signature

Date



EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.