

I. JOB REQUIREMENTS:

High school diploma or GED, completion of a two (2) year comprehensive Paralegal Program from a university, and a minimum of four (4) years prior experience as a paralegal.

Working knowledge of and ability to interpret and apply federal, state and local laws, and to effectively draft and prepare a variety of legal documents.

Knowledge of fundamental practices and procedures of library science and ability to maintain accurate ledgers and materials.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare jury lists, questionnaires and reports as required.

Knowledge of standard office typing and filing procedures and ability to perform arithmetic calculations and use modern office equipment, including computer terminal, Word, Excel, Corel Word Perfect, Gavel, Outlook, Internet, County Financial System, FTR Court Reporting System for recording and transcribing, computer-aided audio/visual equipment, Lexis/Nexis research, and other court related software programs as requested by the Judge.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Judge, Court personnel, attorneys, other government officials, jurors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile persons.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to work irregular and/or extended hours during jury trials and to attend meetings.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies a board range of laws, rules and regulations to assist with managing Court operations. Independent judgment is required in adaptation of statutory law, case law, general

guidelines and accepted court procedures to meet specific situations. These adaptations require consideration of the impact of alternative solutions.

III. RESPONSIBILITY:

Incumbent makes a major contribution to the development, administration and implementation of Court determinations and legal actions. Supervisory review is based on proper completion of assignment, thoroughness of information, and soundness of judgment. Errors in work are primarily detected or prevented through legally defined procedures and prior instructions from supervisor. Undetected errors could result in loss of time, embarrassment or inconvenience to Court personnel or members of the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Judge, Court personnel, attorneys, other government officials, jurors, and the public for the purpose of executing all Court directives.

Incumbent reports directly to the Superior Court No. 1 Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a courtroom and modern office environment, involving sitting/walking at will, bending, reaching, lifting/carrying objects weighing under 25 pounds, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals. Incumbent works irregular and/or extended hours during jury trials and to attend meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Paralegal for the LaPorte County Superior Court No. 1 describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name