

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Paralegal  
**DEPARTMENT:** Superior Court No. 4  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT IV (Professional, Administration, Technological)

**DATE WRITTEN:** March 2014

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Paralegal for the LaPorte County Superior Court No. 4, and is a confidential employee of the Judge, responsible for completing all directives; such as managing all civil and probate cases and conducting legal research, hearings, and other quasi-legal proceedings.

**DUTIES:**

Reviews and approves all civil and criminal filings as assigned by the Judge, following established court guidelines and ensuring compliance with statutory and case law. Acts as arbitrator and liaison between disputing parties. Researches law and investigates facts regarding all civil and criminal law cases as assigned. Recommend finds and conclusions of law for final approval by the Judge.

Reviews case files and conducts Pre-Trial Conferences, Trial Management Conferences, and other legal proceedings as directed by the Judge. Identifies legal issues and confers with Judge. Maintains independent schedule for legal proceedings as assigned by Judge.

Researches legal issues before the Court, involving both computer and library searches. Drafts pleadings and motions, reviews pleadings and drafts appropriate responses, drafts memoranda, and briefs.

Oversees drafting of preliminary and final jury instructions for Judge's approval for all trials, both civil and criminal, and for submission to counsel of record.

Monitors implementation of policies relating to personnel activities, including training, evaluation, discipline and personnel policies.

Manages Court legal interns and law clerks, including recruiting, screen applicants, checking, references and background, evaluating applicant applications, and arranging for orientation and training.

Presents the Court at community organizations and activities as directed by the Judge. Maintains minutes and drafts and assembles legal documents. Serves as liaison between Court and various government and public agencies. Acts as liaison for Judge with personnel of Probation departments.

supcrt4/paralegal

Types annual requisition, submits requisition order as needed and distributes upon arrival. Helps to prepare departmental budget and oversees balancing of Court and probation budgets on a monthly basis. Prepares Annual Reports of Expenditures of Court to State of Indiana.

Performs duties of Jury Bailiff, including overseeing preparation of letters to potential jurors, drafting of juror lists, juror reimbursement, and all other matters related to jury trials.

Compiles various data and prepares quarterly statistic reports for Indiana State Court Administration.

Performs duties Deputy Court Reporter in absence of Court Report for Judge.

Performs duties of Court Administrator in his/her absence, as necessary.

Performs related duties as assigned.

### **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.

Working knowledge of personnel administration principles and practices and thorough knowledge of local, state, and federal employment regulations and requirements.

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 Systems, 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 will apply a broad 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 will make 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. 4 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/gingering objects. Incumbent will maintain considerable contact with the public and may be exposed to hostile/argumentative individuals. Incumbent will work 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. 4 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