

Grand County

Job Description

Title:	Flex Paralegal I	Job Code:	1321
Division:	Administration	Effective Date:	02/2025
Department:	County Attorney	Last Revised:	02/2025

GENERAL PURPOSE

Performs a variety of **complex, legal administrative duties** designed to expedite case preparation and legal services provided through the office of the County Attorney.

SUPERVISION RECEIVED

Works under the direct supervision of the County Attorney or prosecuting attorney or Office Manager, as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General Clerical: Assists in maintaining office calendar for County Attorney and all other attorneys employed by the Grand County Attorney's Office. Schedules court hearings and related appointments; performs general clerical and secretarial duties for the County Attorney related to typing, word processing, filing, speed writing, and making copies; coordinates work with other departments. Maintain database of criminal cases, and document reports as they are received and processed appropriately.

Criminal: Provides legal and administrative support in criminal cases for prosecution in the Justice, District, Drug and Juvenile Courts (as assigned) from initial filing and discovery through sentencing, including:

Providing initial contact and procedural assistance to various law enforcement officers, attorneys, state agencies, community partners, victims, and unrepresented defendants; Maintaining office calendar for the prosecuting attorney by scheduling deadlines, court hearings and trials, and related appointments; Entering and managing case information into office database for purposes of screening, filing, and tracking; Attending necessary court hearings; Obtaining and analyzing police reports for completeness and accuracy; Preparing and sending case declinations; Requesting and obtaining from law enforcement missing investigative evidence as necessary; Preparing and filing all documentation necessary to prosecute criminal cases; Compiling and providing Discovery to unrepresented defendants and defense attorneys; Assisting with plea negotiation communications and filings with unrepresented defendants and defense attorneys; Preparing and filing witness subpoenas and arrangements for trials; Preparing files and exhibits for trials; Working with the Victim Advocate to ensure victims are notified of criminal justice procedures and the outcome of the case; Assisting probation, parole and DCFS personnel on an as-needed basis.

Civil: Provides legal and administrative support in civil matters to the County Attorney and other County departments and partner agencies, including:

Receiving and processing a variety of legal civil requests; Maintaining and documenting database and tracking for civil cases and matters, including lawsuits and notices of claim with the clerk's office, insurance provider, and other involved parties; Drafting, compiling, filing, and serving pleadings, motions, discovery, and appellate records with the Court and on opposing parties/counsel in civil litigation cases; Performing statutory and other general research; Drafting legal correspondence and documents for the County Attorney; Performing initial review of administrative applications and contracts; Attending meetings of various County committees, as assigned, including the special events committee, safety and accident review committee, design review team, and code compliance team; and Reviewing and responding to GRAMA requests referred to the County Attorney from other county departments and advising of appropriate disclosure and responses and preparing responses when requested or necessary.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Associate's degree, Paralegal Certificate, or the equivalent education or training;
 - AND
 - B. Criminal: Three (3) years of experience as a Prosecutorial Assistant or equivalent administrative position with specialized training;

Civil: Three (3) years of administrative experience;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; legal terminology, excellent grammar, punctuation, spelling, and editing skills and attention to detail, English, etc.; the legal procedures of trials and courts; various knowledge related to criminal document processing; the operation of personal computer and various software applications for word processing, spreadsheets, database management, and desktop publications; Utah code, law library and various case material sources and proficiency in Westlaw of LexisNexis, legal research and writing.

Ability to perform legal research and writing; ability to maintain filing and record-keeping systems involving case materials, codes, laws, and case law. Maintain and update databases; operate calculators, copy machines, Dictaphone, and other types of standard office equipment; recognize sensitive and/or confidential information and keep the information confidential.

Ability to multitask and work quickly and accurately, organizational and communication skills, willingness to work long hours when needed.

3. Special Qualifications:

Proficiency in keyboard operations.

Ability to pass a background check upon hire and every two years and continually meet the requirements of the Bureau of Criminal Investigation (BCI).

Ability to meet court and related statutory deadlines, which may require work in the evenings and during weekends.

Attendance and compliance with trainings and resources provided by the Utah Prosecution Council (UPC).

Ability to read statute and keep current on all Utah law including annual legislative changes.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Rapid work speed is required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and some creative problem-solving.

Job requires exposure to stressful situations and graphic content.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)