

DODGE COUNTY JOB POSTING: **Paralegal or Legal Assistant**

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: Paralegal or Legal Assistant

DATE OF CLOSING: January 16, 2015 at 4:00 p.m.

REPORTS TO: County Attorney/Assistant County Attorney

HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m.

POSITION FOCUS: Performs complex work in preparing, editing, serving, and filing legal documents, particularly those related to paternity, child support, child protection, guardianships, and commitment actions referred to the County Attorney. Drafts, prepares and edits legal documents on behalf of the County; provides information to the general public; provides advice on various legal matters to other county departments. Reviews and files Juvenile criminal matters.

WAGE RANGE: Paralegal \$17.35 - \$23.02 (2014 Union Payscale)
Legal Assistant \$14.93 - \$19.82 (2014 Union Payscale)

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepares, proofreads, and edits legal documents for attorney/Judge signature. Reviews and files juvenile criminal matters.
2. Services documents upon parties, and files with Court Administration. Documents have an emphasis in paternity, child support, guardianships and commitment litigation.
3. Serves and prepares Discovery materials and miscellaneous correspondence to defense attorneys, defendants, etc...

JOB REQUIREMENTS: Requires the exercise of initiative, independent judgment, ability to make decisions and use of discretion in performing all functions of position based on an extensive knowledge of court rules, Minnesota rules and statutes without the need for direct supervision.

MINIMUM QUALIFICATIONS: Paralegal: High school diploma/GED and completion of vocational training as a paralegal assistant and three years of experience; or graduate of an accredited four year program as a paralegal; or a combination of education equivalent to five years of work in a legal setting directly related to criminal law and procedure; – or - Legal Assistant: Two year degree in Paralegal Studies or Legal Assistant degree, or 5+ years' experience in a legal office. Criminal background check required.

ESSENTIAL FUNCTIONS: Ability to establish and maintain effective working relationships with the public, court, public officials, attorneys, and representatives of law enforcement. Skill and proficiency in accurate computer operation with working knowledge of Word, Windows, and research tools. Confidentiality and ability to act in a professional manner are requisite skills for this position.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS OFFICE 507-635-6239
JOB LINE 507-635-6284
www.co.dodge.mn.us**