

Cascade County

Job Vacancy Announcement

Position: Paralegal	Closing Date: Open Until Filled
County Department: County Attorney	Dept. Admin.: John Parker
Type of Position: Full-Time	Salary: \$15.00 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

This is a full-time paralegal position. This paralegal position will work on felony and misdemeanor cases filed by the Cascade County Attorney's Office.

JOB REQUIREMENTS

Knowledge and understanding of: Legal terminology and documents; the criminal justice system; business English, spelling and grammar; office practices; court procedures; legal research; and legal writing.

Skills in: Using primary and secondary legal databases, such as Lexis or Westlaw, and communicating legal findings in legal memoranda and briefs. Extensive skills in public relations.

Ability to: Conduct legal research and prepare legal memos and court documents, including court orders and pleadings, with attention to detail, accuracy and timeliness; organize files; adhere to standards of confidentiality; work under pressure; deal with stressful situations; deal tactfully with the public, witnesses and victims; communicate effectively orally and in writing; follow verbal and written instructions; and establish a good rapport with fellow employees and the public; provide assistance to prosecutors on all aspects of case preparation, to include assisting with witness interviews and preparing exhibits for trial; perform in this position with very little supervision; deal calmly with irrational individuals is essential; sit on the panel when hiring new employees; be responsible for handling all paperwork for the hiring and firing of employees; maintain employee personnel files; prepare salary change/raise update for Auditor's office; first contact person for disputes among secretarial/receptionist staff; be responsible for creating standardized forms and making general office policy decisions; review and correct time cards for payroll, maintain employee leave calendars; be responsible for directing secretaries in their duties and maintain secretaries desks when they are out of the office; review, date stamp, and distribute all incoming mail; assist County Attorney in preparing annual budget documents; prepare all affidavits and orders for served search warrants and maintain a complete computer database of all search warrants; double check calendaring system to ensure all hearings are accurately calendared and covered by an attorney; file maintenance - disposing of closed files after seven years, boxing files for storage; background checks - forward conviction information to the FBI database when requested; request reports under the Criminal Justice Information Act - process the paperwork and obtain approval from the County Attorney prior to release; maintain Felony DUI statistics for the DUI Task Force.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have a Bachelor's Degree in Paralegal Studies, Criminal Justice, Political Science, or other related field, and experience in a busy legal office.

The successful applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER