

CLASS SPECIFICATIONS
County of Fairfax, Virginia

CLASS CODE: 4326

TITLE: PARALEGAL

GRADE: S-21

DEFINITION:

Under general supervision, provides paraprofessional legal support in the performance of a variety of tasks such as legal research, drafting legal memoranda and other legal documents, reviewing legal documents, etc.; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Paralegal class, as distinguished from administrative class positions, performs paraprofessional duties in support of County attorneys such as performing legal research, reviewing legal documents for compliance with County ordinances, filing pleadings, etc.

ILLUSTRATIVE DUTIES:

Performs legal and factual research, verifies citations in legal memoranda and briefs and assists attorneys in identifying/locating and where appropriate, notifying all parties to litigation;

Drafts legal memoranda, motions, pleadings, discovery requests and discovery responses and other legal documents;

Tracks cases, files pleadings and sets docket matters down for hearing in the clerk's office to the extent permitted by court rules, prepares trial notebooks and exhibits and arranges for court reporters;

Handles details incident to the appearance of witnesses, including preparing witness lists, issuing subpoenas, ensuring witnesses appear in court and maintaining a trial calendar;

Assists attorneys in analyzing witness testimony by corroborating testimony through researching documentation, depositions court records, etc.;

Compiles/assembles tax account and assessment data for real estate, personal property and business taxes, initiates processes to seize accounts/assets of delinquents, files law suits and follows up on judgements to ensure payment of taxes owed;

Researches County records on all bankruptcies filed and files notice of claim to secure County claims for taxes owed;

Reviews subdivision documents including Deeds of Dedication, Articles of Incorporation and By-laws of Homeowners Associations to ensure compliance with the Fairfax County Subdivision Ordinance;

Prepares summaries for final approval of real estate documents for supervising attorneys and drafts final approval memoranda to appropriate County agencies;

Conducts title searches;

Reviews/monitors time-sensitive documents such as parties at interest affidavits filed in connection with zoning/land use actions for proper disclosure to insure compliance with local ordinances and the Virginia Code and makes revision recommendations as appropriate;

Reviews certificates of incorporation, operating agreements, corporate resolutions, wills, and powers of attorney for proper format, appropriate signage, etc.;

Provides information and training on various issues to County Attorney staff;

Prepares presentations on legal issues for various boards, commissions and other departments;
Updates law library, culling and adding materials as necessary;
Maintains statistical and narrative records for litigation and assignment reporting purposes;
Monitors and may supervise the activities of legal secretaries and law clerks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, sources of information and materials of legal research;
Knowledge of the principles and practices of substantive and procedural law;
Knowledge of federal, state and administrative court procedures;
Knowledge of County legal procedures and requirements related to basic legal work in a variety of areas such as local taxation, workers compensation, family services, real estate and the County's grievance procedure;
Knowledge of systems and software technology to manage, track or organize information/data;
Ability to perform legal review/research;
Ability to use online legal research services and tools as well as the internet to perform legal review and research;
Ability to interview witnesses and to assist attorneys in preparing witnesses for deposition or trial, exercising judgement in determining the relevance of information to be provided;
Ability to compile and analyze data and create accurate and complete reports and charts;
Ability to develop and maintain effective working relationships with a variety of individuals, including the general public, members of the legal and business community, and department staff;
Ability to express oneself effectively, both orally and in writing.
Ability to work with short deadlines.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from an accredited college or university with an associates degree in paralegal or legal assistance studies or closely related field;
PLUS
One year of experience as a paralegal or legal assistant.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: January 10, 2002
REVISED: January 24, 2001
ESTABLISHED: September 28, 1981