

*Job Post for Civil Paralegal for District Attorney's Office, 22<sup>nd</sup> JDC, Covington Office*

*Applications accepted through October 12, 2018 for this post.*

**Civil Paralegal Job Responsibilities:**

Enhances attorney effectiveness for legal department consisting of multiple attorneys engaged in civil law, through utilization of excellent organizations skills, by providing information, paralegal and management support; preparation of quality legal documents, and maintaining confidential case and file materials. Assisting in Court and meetings as needed. (Paralegal experience or certification required).

**Paralegal Job Duties:**

- Data Entry and maintenance of cases with Clio case management software.
- Performs legal and factual research.
- Performs records research.
- Identifies relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Organizes and analyzes information.
- Cross-checks and validates information.
- Prepares written reports.
- Reviews and monitors new and updated laws and regulations. Maintains Law Library.
- Builds and maintains databases and files as needed.
- Welcomes public, clients and others by greeting them in person or on the telephone; answering or directing inquiries.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation, case filing, and trial as required.
- Conserves attorney's time by drafting, reading, researching, reviewing, editing, verifying, and routing legal documents, including briefs, pleadings, appeals, agreements, contracts and legal memoranda. Helps prepare legal arguments, applications, declarations and motion. Checks and edits for accuracy. Prepares correspondence, reports initiating telecommunications; organizing case conferences, and meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of trial notebooks, witness lists, exhibits, charts, graphs, and other courtroom visuals.
- Possesses advanced legal research skills (Westlaw and/or Lexis).
- Locates and interviews witnesses.
- Maintains both section and attorneys' calendars by planning and scheduling conferences, teleconferences, pre-trial matters, necessary travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in legal documents or other transaction preparation requirements.
- Represents attorneys by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to an attorney.
- Documenting and inputting information into software systems as required by office policy.
- Maintains case and office confidence by keeping criminal, juvenile and civil matters as well as victim/law enforcement/attorneys' information confidential.

- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

#### **Education and Experience**

- Bachelor's degree, associate's degree or certificate program in paralegal studies.
- Thorough knowledge of legal principles and practices, legal research techniques, legal terminology, legal communication principles and practices.
- In depth knowledge of local, state, and federal laws and regulations.

#### **Paralegal Skills and Qualifications:**

Possess excellent research, analytical, critical thinking, communication, and organizational skills for paralegal assistance to attorneys. Additionally possess stress tolerance, attention to detail and accuracy, documentation skills including Data Input, Meeting Planning, Telephone Skills, Office Experience - Expert, PC Proficiency, Word and/or WordPerfect proficiency, Verbal Communication, Internal Communications, Dependability, Professionalism, Interpersonal Skills.

#### **Salary Range**

Starting salary commensurate with experience --with parish benefits, paid health for employee, parish retirement benefits.