

## Champaign County Job Description

**Job Title:** Paralegal

**Department:** State's Attorney

**Reports to:** Lead Prosecutor and Assistant State's Attorney

**FLSA Status:** Exempt

**Grade Range:** G

**Prepared Date:** August, 2009

**SUMMARY** Performs interviewing and research functions for the Child Abuse/Neglect Unit.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provides assistance in interviewing and research for attorneys. Conducts interviews with witnesses to prepare them for testifying in court.

Compiles list of witnesses and submits for subpoenas to insure appropriate witnesses are present at next hearing. Contacts witnesses to insure attendance in court.

Attends court hearings to assist attorneys with research and witnesses.

Assists in drafting pleadings to have appropriate orders and documents ready for hearing.

Contacts Illinois Department of Family Services (DCFS) immediately after Shelter Care Hearings to obtain DCFS case notes. Maintains regular contacts with DCFS and Guardians-Ad-Litem to insure attendance of children at hearings who are victims/witnesses.

Co-ordinates the scheduling of expert witnesses to insure testimony of appropriate experts at hearing.

Acts as central receiving for all DCFS update reports to insure that all DCFS reports get to the appropriate State's Attorney.

Performs preliminary screening and review of criminal complaints to prepare criminal charges in cases involving child abuse/neglect.

Serves as backup for preparing payroll and benefit register when Senior Administrative Assistant is absent.

May be responsible for maintaining LEADS certification and running criminal history checks.

Receives and records all subpoenaed records for Grand Jury and testifies before the Grand Jury as to reports/records received.

**SUPERVISORY RESPONSIBILITIES** This job has limited supervisory responsibilities. Provides work direction, training and work oversight to law interns and clerical staff.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's Degree or Associate's Degree with Paralegal certification.

**LANGUAGE SKILLS** Ability to read and interpret documents such as police reports, case assessments, regulations, court judgments and procedure manuals. Ability to write accurate reports and correspondence. Ability to speak effectively before individuals, attorneys, witnesses and social service agency personnel.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Bachelor's Degree or Associate's Degree with Paralegal Certification.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.