



**POSITION:** Paralegal  
**JOB CODE:** 2332 **GRADE:** 114G  
**DEPARTMENT:** Legal **DIVISION:** \_\_\_\_\_  
**REPORTS TO POSITION:** County Attorney  
**STATUS:** Full-Time **FLSA:** Exempt

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### ***Position Summary***

Performs specialized support for the County's legal operations. Work of this class involves no direct supervisory duties, but may need to oversee and manage tasks, programs, projects, or people as needed under oversight from the County Attorney. Position works under the general supervision of the County Attorney.

### ***Position Responsibilities***

1. Performs legal research and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written and/or verbal analysis or summary to the County Attorney.
2. Drafts and prepares correspondence, reports, and prepares legal documents according to approved formats; proofreads and edits materials; ensures adherence to established formats and content.
3. Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
4. Prepares written material, memoranda, legislative bills, and special reports to include research technical and analytical writing.
5. Responds to inquiries from County agencies and employees, attorneys, and the public; answers questions, identifies potential problems, addresses concerns, and resolves conflicts.
6. Reviews documents for legal sufficiency; prepares monthly, quarterly, and annual reports.
7. Provides administrative support to the legal department as needed, including: triaging phone calls, assisting with scheduling meetings, preparing meeting agendas and notices; entering purchase requisitions and processing invoices, managing budget; establishing and maintain legal files; and data entry.
8. Develops and maintains records regarding billable hours spent on specific areas.
9. Assists department as needed with trial preparation, hearings, etc.
10. Assists department with Boards and Commissions.

### ***Minimum Qualification Requirements***

#### **Education**

Associate's degree in paralegal studies, legal, business or closely related field; or a Paralegal Certification.

#### **Experience**

Minimum of two (2) years' experience as a paralegal.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

### **Knowledge, Skills & Abilities**

1. Investigates county incidents and claims, interpreting reports and documents, maintaining detailed claim records, and preparing narrative and statistical reports.
2. Ability to communicate effectively orally and in writing, with a proficiency within computer programs (e.g. – Microsoft Office, etc.).
3. Ability to apply mathematical concepts such as statistical inference and analysis and mathematical calculations such as percentages to practical situations.
4. Knowledge of legal terminology, document preparation and review for legal sufficiency.
5. Ability to assist in the analysis of insurance risks; ability to establish and maintain effective working relationships with various contacts.
6. Knowledge of the principles and practices of paralegal services.
7. Writes reports, correspondence and procedures and other required documents.
8. Ability to handle highly sensitive information and maintain confidentiality
9. Ability to exercise independent judgement and apply departmental policy to daily work activities.
10. Knowledge of relevant office equipment, including computers and applicable software.
11. Ability to maintain confidential information.
12. Ability to maintain effective working relationship with superiors and the general public.

### **Miscellaneous Position Information**

#### **Working Conditions & Physical Requirements**

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

#### **Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

#### **Benefits (\*Not all positions may be eligible for these programs.)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name

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Date

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Employee Signature