



## **JOB DESCRIPTION**

**Job Title:** Paralegal  
**Dept./Division:** Prosecutor's Office  
**Unit:** Administration  
**Job Family/Class:** Legal Services Series  
**Supervised By:** Chief Prosecutor  
**Employee Type:** Hourly  
**Pay Grade:** 19 - 21

### **NATURE OF WORK:**

The incumbent is responsible for coordinating legal calendar, providing information of legal service procedures, creating and coding case files, performing legal research, completing legal documents, and assisting with case preparation including attending court hearings. Positions assigned to Legal Departments are required to maintain confidentiality within recognized legal parameters.

### **ESSENTIAL FUNCTIONS:**

- Coordinate activities associated with court proceedings which may include: schedule court hearing dates in applicable database, schedule and notify applicable individuals for appearance at hearings, disseminate court calendar, research and resolve conflicts in court hearing dates and times, prepare reports and related documents for court proceedings, distribute legal documents to appropriate parties prior to court dates, verify required information is documented in motions and/or other applicable areas, and ensure appropriate forms are attached to motions and/or other applicable paperwork.
- Conduct legal research; prepare summary documentation; organize research findings and submit to appropriate individual(s).
- Prepare cases for litigation and trials; prepare and maintain notebooks, motions, orders, and/or other related legal case file information.
- May be directed to meet with clients to gather facts, which will allow the attorney to ascertain the extent of the legal issue and develops a course of action to address those legal issues.
- Receive and perform preliminary reviews of case files; organizes and prepares files for Attorney review.
- May be required to present cases to administrative bodies or Tribal Courts; where non-lawyers are permitted to practice.
- Assist in overseeing case files by reviewing forms and documents for compliance with operational procedures; ensure accuracy and completeness.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Office policies and procedures;
- Time management techniques;

- Legal research techniques;
- Organizational techniques and methods;
- Court records retrieval methods and procedures;
- Applicable Federal, state, and local rules, laws, statutes, ordinances, and codes;
- Legal reference materials;
- Customer service principles;
- Investigative techniques and methods;
- Legal procedures, principles, and practices;
- Legal document preparation methods, conventions, and techniques;
- Legal terminology;
- Indian law, including the legal relationships between Indian Nations and Federal or other governments;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Manage multiple priorities simultaneously;
- Prepare legal documents, including motions, subpoenas, pleadings, and related documents;
- Manage projects and/or caseloads;
- Conduct legal research;
- Applying legal issues to cases;
- Analyze information;
- Locate discovery materials;
- Obtain court records;
- Prepare reports;
- Understand and apply legal procedures;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

**Grade 19**

Associates Degree in Paralegal studies, plus four (4) year's experience as a Legal Assistant or Legal Secretary, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Or**

**Grade 21**

Associate's Degree in Paralegal studies; Certified Document Preparer by the Arizona Bar; and four (4) years of administrative or research experience.

**And**

- Experience in a Prosecutor's Office is preferred;
- Bilingual in English/Spanish preferred.

**LICENSING REQUIREMENTS:**

- Current Notary License or to obtain within six (6) months of hire;
- PYT Tribal Court Certification or able to obtain with six (6) months of hire;
- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

\_\_\_\_\_  
Department Head and/or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date