

**INGHAM COUNTY  
JOB DESCRIPTION**

**PARALEGAL**

**General Summary:**

Under the direction of the Ingham County Prosecutor and/or Chief Assistant Prosecutor, assists County lawyers prepare for court cases including, but not limited to, closings, hearings, trials, and meetings. Provides legal support to attorneys including law research and assistance with case preparation. Analyzes and organizes information to help attorneys develop case strategy. Also organizes and tracks files and make them easily accessible to attorneys. Performs basic accounting and payroll functions.

**Essential Functions:**

1. Assists attorneys with the preparation of legal documents including, but not limited to, briefs, pleadings, appeals, affidavits, witness statements and discovery notices.
2. Maintains general contact with the public and/or defense attorneys, so long as the citizen is aware of the status and function of the paralegal and that the paralegal works under the supervision of an attorney.
3. Authors and signs correspondence provided the paralegal status is clearly indicated and the correspondence does not contain independent legal opinion or legal advice.
4. Prepares, reviews and distributes memorandums, correspondence, reports, PowerPoint presentations, forms, reports and other documents as assigned. Logs and tracks all forms of correspondence.
5. Serve as a Notary Public or witness on various documents related to county business as necessary.
6. Maintains discovery journals and tracks discovery request. Meets with various individuals to determine and ensure discovery compliance. Provides discovery to defense counsel with proof of service.
7. Performs basic accounting duties. Prepares and maintains reimbursement vouchers. Verifies invoices & claims before disbursing payment. Deposits monies from various sources.
8. Serves as backup for payroll. (Reviews and processes time cards and enters data to the County Payroll system, distributes payroll checks, and handles all payroll matters and questions for the office.)
9. Assist assistant prosecutors with copying discovery CD/DVDs and color photos as needed.
10. May be responsible for maintaining LEIN certification and running criminal background checks.

11. Coordinates the collection and maintenance of statistical records of the Prosecutor's office and assists in the preparation of monthly and annual reports.

**Other Functions:**

Performs other duties as assigned.

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)*

**Employment Qualifications:**

**Education:** Associate's Degree in Criminal Justice or a related field is required. Paralegal certification is required

**Experience:** Two years of relevant experience in a law firm, office or court is required.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Physical Requirements:**

Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.

Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

Ability to operate a PC/laptop and to enter & retrieve information from a computer.

Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)*

**Working Conditions:**

Works in an office setting.