

PARALEGAL

FUNCTION OF THE JOB

Under supervision, to provide paraprofessional legal support to attorneys; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Screens and analyzes police reports or legal referrals submitted for prosecution or other action.
2. Assists investigating agencies in gathering and organizing the evidence necessary to draft and file complaints including preparing subpoenas and search warrants, and various other documents, as well as organizing case files.
3. Meets with and interviews victims, witnesses, and other case participants.
4. Drafts complaints and various other legal documents.
5. Assists investigating agencies in gathering and organizing the evidence necessary to draft and file complaints and other legal actions.
6. Organizes and maintains case files.
7. Conducts legal research and prepares case exhibits.
8. Provides on-going legal support to attorneys, from case initiation through case disposition.
9. Assists the attorneys in responding to concerns and questions from law enforcement officials and victims.
10. Appears at trial or other court proceedings to assist attorney with referencing and accessing pertinent documents, taking notes of testimony, witness assistance, exhibit coordination, etc.
11. May provide specialized assistance for training.
12. Establishes and maintains effective working relationships with department staff, judges, attorneys, law enforcement officials, private sector, and the general public.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of Wisconsin State Statutes and applicable case law regarding statutes.
2. Considerable knowledge of court procedures, rules of evidence, and the practices and techniques employed in the presentation of court cases.
3. Ability to analyze and organize facts and evidence.
4. Ability to research, analyze, and interpret legal documents and statutes.
5. Ability to maintain accurate and complete records, and to prepare clear and detailed reports and documents.
6. Ability to use current information technology for communication, legal research, and documentation preparation.
7. Ability to effectively communicate both verbally and in writing.
8. Ability to multi-task, prioritize and handle a high volume of cases.
9. Ability to establish and maintain effective working relationships with department staff, judges, attorneys, law enforcement officials, and the general public.
10. Ability to effectively interact with sensitivity with persons from a diverse cultural, socioeconomic, educational, racial, ethnic, and professional background, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in paralegal studies, criminal justice, political science, business administration or a closely related field;
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2. A Paralegal Certificate from a recognized college or business institute, and four (4) years of work experience as a paralegal in a legal environment.