**Paralegal (PbK)**

**Grade: 9**

**FLSA: Non-Exempt**

**Date: 03/23**

**Job Summary:** The Paralegal (PbK) will take lead on transitioning the State’s Attorney’s Office to the electronic case management system known as Prosecutor by Karpel (PbK), utilizing knowledge of both general case management and PbK-specific workflows. During and after PbK implementation, will continue to serve as the office subject matter expert, while carrying out the normal paralegal duties of assisting attorney(s) by providing clerical and research support services including document preparation and review; research, investigations, fact checking, and trial preparation.Performs administrative and legal work. Performs other duties as assigned.

**Essential Functions:**

1. Serves alongside St. Mary’s County IT’s PbK point of contact (POC) as the primary SAO POC with PbK technicians during Data Validation, Interface Testing, and eventual Mock and actual Go Live.
2. Following Go Live, continues to serve as the SAO PbK subject matter expert, assisting with local troubleshooting, software version upgrades, etc.
3. Reviews all law enforcement reports, and reviews/analyzes all forensic reports including DNA, chemist, fingerprints, and files appropriate legal documents;
4. Researches case law for the attorney, and assists with trial preparation, which may include attending trials and hearings;
5. Ensures that all cases are assigned trial and hearing dates;
6. Ensures that all rescheduled cases comply with the statutory-time requirement;
7. Coordinates and assigns the States Attorney’s files with the appropriate case number;
8. Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, pleadings, and other items;
9. Tracks the movement of each case through all court actions;
10. Drafts legal documents including orders, routine pleadings and motions, affidavits, and other legal documents and obtains relevant signatures;
11. Files motions and pleadings according to judicial procedures;
12. Meets with attorneys and other professionals to discuss assigned cases or projects;
13. Interviews and meets with witnesses and victims;
14. May supervise and advise other Legal Assistants and part-time Student Interns;
15. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Extensive knowledge of and experience with the PbK electronic case management system, to include data entry, workflows, troubleshooting, etc.
2. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
3. Ability to effectively communicate with other staff, attorneys, victims, witnesses, and the public in a courteous manner;
4. Ability to make decisions in accordance with established laws, and Federal Guidelines, and to apply departmental policies to daily work problems;
5. Ability to understand and follow complex oral and written instructions;
6. Ability to work independently on tasks and maintain records;
7. Ability to plan, organize, and execute continuing assignments accurately, with minimum instruction or review;
8. Effective business English, grammar, legal terminology, and math skills;
9. Familiarity with electronic case management systems a plus.

**Education and Experience:**

1. Associates degree in Paralegal Studies or related field; Bachelor’s degree in Paralegal Studies or related field preferred.
2. Paralegal certificate.
3. Some related experience or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date