



**Paralegal**  
Public Defender

PDO/9  
Pay Grade: 16

**JOB SUMMARY**

This position provides paralegal support for attorneys involved in providing legal representation to juveniles.

**MAJOR DUTIES**

- Researches laws, articles, and judicial decisions.
- Analyzes and organizes research and information.
- Prepares written reports.
- Prepares legal documents and motions.
- Assists in the preparation of legal arguments, opening statements, closing statements and court pleadings or motions.
- Locates witnesses; carries out background investigations of witnesses.
- Interviews clients and witnesses and prepares related reports.
- Assists attorneys in the courtroom.
- Answers telephone; provides information and assistance.
- Prepares a variety of correspondence.
- Tracks, organizes and maintains files.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of legal terminology, policies and procedures.
- Knowledge of the court system and its operations.
- Knowledge of professional techniques related to the legal system.

- Knowledge of legal terminology, policies and procedures.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the completion of legal research.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

### SUPERVISORY CONTROLS

The Supervising Attorney assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include court, county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied paralegal duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to provide paralegal support to attorneys defending juvenile clients. Success in this position contributes to the efficiency and effectiveness of department operations.

### CONTACTS

- Contacts are typically with co-workers, court personnel, law enforcement personnel, clients, witnesses, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or walking.
- The work is typically performed in an office, at client homes, at crime scenes and outdoors, occasionally in cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

**OTHER REQUIREMENT/INFORMATION**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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