



**COUNTY OF SUMMIT, OHIO**  
**CLASSIFICATION SPECIFICATIONS**  
**An Equal Opportunity Employer**

**TITLE: Paralegal - UNCLASSIFIED**

**CODE: 89610**

|                                      |                       |
|--------------------------------------|-----------------------|
| Pay Table:                           | Minimum Hourly Rate:  |
| Pay Grade:                           | Midpoint Hourly Rate: |
| EEO Category:                        | Maximum Hourly Rate:  |
| FLSA Status:                         | Date Adopted:         |
| Officeholder(s) using this spec: EXE | Date(s) Revised:      |

**JOB RESPONSIBILITIES:**

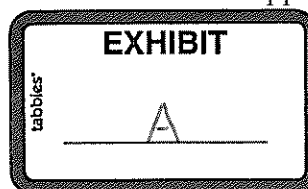
Under the direction of Appointing Authority or designee, reviews and analyzes laws, regulations, court decisions and legal documents; drafts legal documents, reports and correspondence; performs legal and records research; schedules and plans meetings and serves as a liaison between various individuals, departments, boards and/or commissions and the Appointing Authority and/or staff attorneys.

**QUALIFICATIONS:**

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.** Two year associates degree in Paralegal or Legal Assistant studies; OR one year of general college courses and one year non-degree certification program in Paralegal or Legal Assistant studies; OR one year non-degree certification in Paralegal or Legal Assistant studies and one year of paralegal experience or two years of sub-paralegal experience; OR two years paralegal experience; OR three years of sub-paralegal experience; OR one year of law school; OR a bachelor's degree in a field related to law.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

| Percent of Time | Priority | Duties  |
|-----------------|----------|---|
| 30-50           | 1        | Independently reviews, analyzes and interprets legal documents.   |
| 20-30           | 2        | Drafts legal documents, reports and correspondence for court and/or parties to the case/contract.                                 |
| 15-30           | 3        | Performs legal research and records research..  |
| 10-30           | 4        | Serves as a liaison between various individuals, departments, boards and/or commissions and the Appointing Authority and/or staff |





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attorneys. Explains court procedures and legal process.

- |      |   |   |
|------|---|---|
| 5-10 | 5 | Archives records relating to cases, contracts or other legal matters. |
| 0-5  | 6 | Schedules and plans meetings.   |

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### **KNOWLEDGE, SKILLS AND ABILITIES** (\* Indicates developed after employment)

**THOROUGH KNOWLEDGE OF:** (a) court processes and procedures.

**ADVANCED KNOWLEDGE OF:** (b) civil court proceedings, (c) criminal court proceedings, (d) legal terminology, (e) research techniques, (f) departmental policies and procedures\*.

**BASIC KNOWLEDGE OF:** (g) interview techniques.

**ABILITY TO:** (h) communicate effectively in written and oral form, (i) proofread technical materials, recognize errors and make corrections, (j) answer routine inquiries from public, (k) define problems, collect data and establish facts and draw valid conclusions, (l) prepare meaningful, concise and accurate reports, (m) calculate fractions, decimals and percentages

**SKILLS:** (n) keyboard operation.