

Kingsbury County, South Dakota

Job Title: Paralegal

Reports To: State's Attorney/Veteran's Service Officer

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the State's Attorney/Veteran's Service Officer, the Paralegal position is responsible for performing all clerical functions within these offices, as well as regular travel and attendance at Circuit Court. The Paralegal position will be responsible for handling sensitive client and County information, which requires that they maintain a high level of professionalism and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Answer calls and direct incoming calls, take messages and schedule appointments. Act as a receptionist and answer general questions for the public.
- Transcribe correspondence as required by the State's Attorney and Deputy State's Attorney. Schedule appointments.
- Regular travel and attendance at Circuit Court.
- Prepare legal documents for court appearances to include typing, copying, and electronically filing documents with the Clerk of Courts. Send copies to the Sheriff's office.
- Assist in the preparation of information for juvenile and adult criminal court appearances such as preliminary hearings, arraignments, trials and sentencing, type subpoenas, send copies to the defense attorney.
- Assist in printing warrants, preparing reports, records, letters and petitions.
- Assist in the handling of discovery requests which includes the downloading and copying of digitally stored audio, photo, and video files to CD-R and DVD-R storage media.
- Maintain professional and confidential case files on juvenile and adult criminal cases.
- Maintain and update files for the Veteran's Service Officer.
- Assist veterans/families with processing benefit claims.
- Process claims using VETRASPEC to record historical notes and communication within client's records.
- Coordinate scheduling of Veteran's appointments in and out of the office such as home and nursing home visits.
- Maintain professional and confidential case files on individuals seeking and receiving assistance.
- Assist with preparation of office reports as needed.

Kingsbury County, South Dakota

SECONDARY DUTIES:

- Maintain confidential records in accordance with all the requirements of the data privacy laws and HIPPA, to include record retention and disposition per county and state regulations.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification. Degree with legal background or equivalent experience is preferred.
- One (1) years' clerical experience preferred.
- Extensive knowledge of modern office practices, procedures, and equipment to include copy machine, fax machine, calculator, computer software, etc.
- Knowledge of state laws governing the operations of the State's Attorney's office.
- Knowledge of record keeping and filing procedures and good organization skills.
- Ability to demonstrate good communication skills.
- Ability to maintain a professional relationship with the general public and other employees.
- Ability to maintain confidentiality.

EXAMINATION, TESTING, AND CERTIFICATION:

- Must possess a valid social security number and a valid driver's license.
- Ability to pass state and federal background check.
- Ability to pass the NCIC Certification Test.
- Complete background check and certification by US Department of Veterans Affairs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.

Kingsbury County, South Dakota

- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

Please contact Natalie Remund, HR Consultant at 218-321-0702.