



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Paralegal

LOCATION: District Attorney

HIRING RANGE: \$21.64-\$24.09/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 7:30 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *October 2022*

POSITION TITLE: Paralegal

DEPARTMENT: District Attorney

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides assistance to prosecutors with tasks which include managing moderately complex case work, court requirements and deadlines, monitoring and scheduling of court hearings and meetings, drafting legal documents such as criminal complaints, warrants, and subpoenas. Assisting in conducting legal research, production of case discovery, filling of court documents, and general assistance to prosecutors.

ESSENTIAL FUNCTIONS:

1. Provides overall responsibility of case management for the assigned staff attorneys to ensure the attorneys' cases are managed accurately and timely.
2. Provides effective communication to law enforcement agencies, defense attorneys, court staff, District Attorney's Office staff and the community.

3. Prepares case discovery, confidential correspondence, criminal complaints, subpoenas, warrants, and other legal forms on sensitive matters.

ADDITIONAL ESSENTIAL DUTIES:

1. Prepares and generates criminal complaints based on charging decisions by staff attorneys for formal prosecution as required by Wisconsin Statutes.
2. Provides assistance with case management in a paralegal capacity for Assistant District Attorneys, including drafting documentation for criminal prosecutions.
3. Notifies staff attorneys of upcoming court dates, time limits and documents needed for their criminal cases.
4. Provides support and management of complex cases, specifically organize and gather information for discovery requests and assist staff attorneys in jury trials.
5. Prepares and files necessary documents in court for various legal proceedings and sends copies of same to appropriate parties.
6. Assists staff attorneys with case preparation to include witness preparation for evidentiary hearings.
7. Enters data into the PROTECT case management system such as subpoenas, scheduled court appearances and meetings.
8. Review incoming mail, CCAP e-filings, police reports, and court notices and take appropriate action.
9. Maintains communication with law enforcement, victim/witness program, Human Services Department, Clerk of Court and Court personnel, defense attorneys and other justice partners regarding pending cases and proceedings.
10. Performs miscellaneous filings as required
11. Conducts legal research as requested by prosecutors.
12. Provide back-up to other staff members during their absence.
13. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Office Administrator.
2. Works with District Attorney staff, courts, Juvenile Intake, Social Work Specialists, and law enforcement agencies.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent required.
2. An associate's degree, completion of a course of studies as a paralegal, or two years' or more post-high school formal education, preferably in a legal or related field.
3. Two or more years' administrative or clerical experience, preferably in a legal or related setting.
4. Five or more years' experience in a law office, court system, or governmental agency position which demonstrates the skills, knowledge, and abilities needed to perform the duties of this position will be accepted in lieu of post-high school formal education.
5. Demonstrated ability to type accurately at a rate of 55 wpm.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of multi-line telephone, scanners, copy machines, computers, typewriters, fax machines.
2. Thorough knowledge of office terminology, practices, and procedures.
3. Ability to work independently, make sound decisions and use good judgment to ensure work is prioritized so that it is effectively carried out in the time frame allotted and ensuring effective use of resources.
4. Ability to manage large caseloads in a fast-paced environment.

5. Knowledge of legal terminology preferred.
6. Knowledge of the criminal justice system preferred.
7. Ability to maintain confidentiality while exercising sound judgement a must.
8. Must have strong written and verbal communication skills including listening skills.
9. Ability to file information properly and consistently
10. Ability to deal with the general public effectively and cordially, sometimes in a stressful situation.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.