



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Paralegal

**LOCATION:** Corporation Counsel

**HIRING RANGE:** \$23.56 - \$26.18/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 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](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION July 2019**

**POSITION TITLE:** Paralegal

**DEPARTMENT:** Corporation Counsel

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Support and assist the Corporation Counsel and Assistant Corporation Counsel with providing legal counsel and legal services to Winnebago County, and manage the day-to-day operations of the Corporation Counsel's Office.

### **ESSENTIAL FUNCTIONS:**

1. Supports and assists the Corporation Counsel and Assistant Corporation Counsel in representing Winnebago County, its officials, and its employees in administrative and civil actions as may be assigned, which may include actions pertaining to children in need of protection or services, termination of parental rights, guardianships, protective placements, mental health commitments, and others.
2. Performs paralegal work at the direction of the Corporation Counsel or Assistant Corporation Counsel including case management, supervision, and management of work product submitted by individuals from other Winnebago County departments as it

relates to legal proceedings requiring representation by the Corporation Counsel or Assistant Corporation Counsel.

3. Assumes responsibility for and manages the day-to-day operations of the Corporation Counsel's Office while ensuring that confidentiality is strictly maintained.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Performs paralegal work in the areas of civil law and administrative law as it relates to labor law issues, zoning matters, real estate, juvenile law, guardianship and protective placement matters, mental commitments, civil forfeitures, bankruptcy law, Medical Assistance investigations, and other administrative and civil issues as they relate to Winnebago County as a corporation.
2. Develops, updates, and maintains office procedures for all paralegal, administrative, and clerical functions.
3. Updates the General Code for Winnebago County as approved by the Winnebago County Board of Supervisors, and maintains and updates the links available to the general public on the Winnebago County website.
4. Assists in preparing and overseeing the preparation of the annual budget for the Corporation Counsel's Office, and monitors the budget to ensure strict adherence.
5. Assists with the annual Budget Session brought before the Winnebago County Board of Supervisors.
6. Assists the Corporation Counsel or Assistant Corporation Counsel with legal research and conducting interviews.
7. Maintains and updates the office law library.
8. Initiates, develops, composes, drafts, or transcribes reports, correspondence, and legal documents including petitions, motions, orders, answers, subpoenas, jury instructions, resolutions, ordinances, briefs, and contracts; and supervises, monitors, and manages work products submitted by individuals from other departments regarding legal matters relating to proceedings requiring Corporation Counsel or Assistant Corporation Counsel representation, while ensuring that any and all time limits are met.
9. Enters case data and documents into the Wisconsin Circuit Court Access Program (also known as CCAP) through efilings.
10. Performs necessary office functions including, but not limited to, the following: maintains office computer calendar; coordinates the scheduling of court hearings, conferences, and meetings; orders office supplies; develops and maintains tracking systems/logs to ensure adherence to time limits; maintains accurate file minute sheets of all court hearings; communicates with individuals outside the Corporation Counsel's Office in person, by telephone, by email, or in writing, always maintaining a professional decorum.
11. Performs clerical and receptionist functions as required.
12. Assists in the supervision of temporary employees the Corporation Counsel's Office may require.
13. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Corporation Counsel.
2. Work with County Board supervisors, judges and staff, other attorneys and staff, individuals from other Winnebago County departments, social workers, medical providers, school personnel, and law enforcement.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or equivalent required.
2. An associate's degree or 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. A current valid State of Wisconsin driver's license, and meet the Winnebago County automobile insurance policy requirements.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Excellent organizational skills.
2. Ability to work independently and without supervision.
3. Strong verbal and written communication skills including listening skills, and excellent grammatical skills.
4. Ability to multi-task under stressful circumstances, and work effectively and efficiently with frequent interruptions and tight deadlines.
5. Ability to prioritize and often re-prioritize multiple duties.
6. Ability to deal cordially and effectively with the general public, the courts, other professionals, social workers, support staff, and emotional or difficult individuals, always maintaining a professional decorum.
7. Ability to examine a situation and determine how to resolve that situation effectively and efficiently in accordance with laws, ordinances, regulations, and procedures if applicable, while exercising initiative and sound judgment.
8. Possess computer skills including Microsoft Office applications with advanced knowledge of Microsoft Word.
9. Possess an understanding of the Wisconsin Circuit Court Access Program (also known as CCAP) and the Efiling process.
10. Ability to retain information.
11. Ability to type 50 words per minute.
12. Willingness to work additional hours on short notice as required to complete projects within statutory or mandated time limits.

#### **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.