**Class Summary**

The responsibilities of this classification include providing legal support to public defense attorneys in the form of legal research, discovery/eDiscovery management, appeal administration, expert service coordination, and trial notebook drafting and maintenance; acting as a liaison between public defense attorneys, court staff, clients, victims, law enforcement, witnesses, experts, and other agencies both in and out of Washington State; drafting subpoenas, notices of intent, and various motions; assisting with the filing of legal documents and ordering records; understanding technical legal terminology; schedule and confirm appointments, and applying discretion and judgement as it relates to clients, witnesses, victims, and experts.

**Distinguishing Characteristics**

This classification is the third level in a four-level classification series and is distinguished from the Public Defense Paralegal Supervisor classification in that the Public Defense Paralegal Supervisor coaches, trains, and approves employee time, appraises performance, administers performance improvement, enforces disciplinary action, collaborates with the supervisory team, and participates in the hiring process.

**Examples of Duties**

1. Review, process, and disseminate incoming discovery/eDiscovery; convert, merge, and reconcile discovery.
2. Subpoena law enforcement, witnesses, and victims; coordinate and schedule availability.
3. Maintain communications with prosecutors, law enforcement, public defense attorneys, clients, witnesses, and experts.
4. Create, maintain, and update information in case management systems and databases; search state and federal databases, request additional criminal histories or out-of-state records upon request.
5. Coordinate cases and update attorneys, witnesses, experts, clients, and other parties on case status; explain various legal programs, policies, and procedures.
6. Meet multiple legal requirements of each case such as federal and state mandated deadlines and statutorily defined processes; record and track court calendar dates and deadlines; maintain calendaring systems.
7. Prepare trial notebooks, exhibits, and provide support to attorneys for motions/trial; assist with expert and witness testimony
8. Schedule and attend meetings, trainings, and provide staff coverage.
9. Collaborate with defense investigators, attorneys, and mitigation specialists throughout the duration of the case.
10. Assist with Public Disclosure Act requests.
11. Respond to inquiries from various sources which includes claimants, victims, witnesses, police, probation officers, and other court staff.
12. Assist with jail visits when required.
13. Assist with tracking case credits.
14. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of Guidelines for Criminal Defense adopted by the Washington State Bar Association

Knowledge of attorney-client relationship and the requirement to adhere to the Washington State Rules of Professional Responsibility

Knowledge of the Washington State prison system such that paralegals can locate inmates, retreive records, and communicate in writing with inmates

Knowledge of current civil and criminal law and terminology, court rules, and procedures

Knowledge of current legal research methods and practices

Knowledge of current interviewing techniques

Knowledge of general office policies, principles, and practices

Skill in writing pleadings, motions, and briefs

Skill in communication and interpersonal relationships

Skill in handling multiple competing priorities, sensitive situations, and functioning well under time constraints

Skill in interpreting complex legal documents, regulations, and laws

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work.

**Licensing, Certification and Other Requirements**

Certification from a nationally accredited paralegal training institution.

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | Legal Assistant, Legal Assistant – Lead, Public Defense Paralegal, Public Defense Paralegal Supervisor |
| **Class History** | 05/2015 – Created |

 09/2022 – Updated