



Job Title: Paralegal (Criminal Division)
Department: Law
Reports To: Prosecution Services Manager
Salary Range: \$20.58 - \$30.87, DOE
Hiring Range: \$20.58 - \$25.72

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 1/12/2010	Revision Date: 11/2017, 09/2022	

JOB SUMMARY:

Under general supervision from the Prosecution Services Manager in the Department of Law. Draft criminal filings and other legal documents. Review, analyze and propose changes to criminal filings, responses and other legal documents. Conduct legal research.

ESSENTIAL FUNCTIONS

- Conduct legal research, including on-line research, analyze the results of that research, and prepare legal memoranda as needed. Coordinate and collect information in order to prepare legal documents.
- Reviews and summarizes proposed legislation affecting criminal prosecution.
- Maintain the department's computerized and physical file system, including coordinating activity related to the files with mandated records destruction deadlines.
- Answer phones, greet visitors, and maintain the attorney calendars, and schedule appointments and meetings.
- Serve as a staff liaison to various Town departments and special committees and meetings.
- Perform all work duties and activities as assigned and in accordance with department and/or Town policies and procedures.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE, SKILLS & ABILITIES

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.

- Legal code of ethics, terminology, principles, precedents, procedures, time constraints and deadlines imposed by law.
- Legal research methods.
- Procedures and methods of disclosure, redaction, case analysis, trial preparation and assistance; Knowledge of state, criminal and juvenile law.
- Excellent written and verbal communication skills.
- Ability to convey ideas effectively and persuasively to others in writing.
- Ability to prioritize a variety of tasks and requests.



- Ability to coordinate work with attorney, paralegal, and legal assistant to ensure work is accomplished correctly and in a timely manner.

MINIMUM QUALIFICATIONS

- Requires Certification as a Paralegal (CP) with the National Association of Legal Assistants, or a Registered Paralegal (RP) with the National Federation of Paralegal Associations, or a degree or certificate of completion from a legal assistant or paralegal program approved by the American Bar Association.
- Requires five years' experience as a Legal Assistant or Paralegal, preferably in municipal criminal law department; or,
- Any equivalent combination of Formal education and experience sufficient to perform the essential functions.

PREFERRED QUALIFICATIONS

- Bilingual (Spanish)

REQUIREMENTS

- Valid Driver's License required. Arizona Driver's License required within ten days of hire.
- Currently enrolled in, or successful completion of, coursework involving Ethics, Evidence and Criminal Procedure.
- Coordinate the Department of Law's access to ACJIS (Arizona Criminal Justice Information System) and act as the System Security Officer (SS) for the Criminal Division.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

THE TOWN OF SAHUARITA IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT