

Job Posting: Litigation Paralegal

Reports To: Division Leader

FLSA Status:

#### SUMMARY:

Provides litigation support to a team of eight to twelve prosecutors.

#### PRIMARY DUTIES:

Litigation paralegals within the DA's office are asked to do a wide array of jobs in order to best support the prosecutors. Specific functions will vary depending on your assigned team and division leader but generally include the following:

- Prepare, redact and distribute discovery to defense counsel under the supervision of the assigned Assistant District Attorneys
- Assist attorneys in preparing motions, documents and legal correspondence
- Conduct legal research in areas of criminal law
- Review and organize case files including digital evidence (surveillance video, jail calls, forensic phone extractions, body worn camera footage)
- Prepare visual aids such as timelines and Powerpoint presentations
- Verify that all evidence listed in the file has been received by our office and follow up with internal and external investigators when needed
- Assist prosecutors during trial preparation (create and organize witness lists, trial notebooks, transcripts)
- Act as a liaison between prosecutors and other agencies
- In addition to case work, paralegals may also be placed on special initiatives such as Cold Case review or Focused Deterrence; take part in all areas of the project support from creating tracking documents and systems to meeting with prosecutors, law enforcement and community partners

#### QUALIFICATIONS:

- Paralegal Certificate from nationally accredited paralegal program preferred. Associate degree or equivalent legal work experience may be considered
- 2+ years of litigation experience preferred
- Ability to multi-task, prioritize and work in a sometimes stressful environment with a positive attitude
- Excellent written and verbal communication skills
- Significant expertise with Adobe Pro and editing, redacting, and organizing PDF documents
- Proficiency in Microsoft product suite
- Minimum 45 words per minute typing skills

**SALARY RANGE: \$43,000 to \$58,000 commensurate with credentials and experience**