



COUNTY OF CONTRA COSTA
Department of Human Resources
651 Pine Street, 2nd Floor,
Martinez, CA 94553
(925) 335-1700

<http://agency.governmentjobs.com/contracosta/default.cfm>

INVITES APPLICATIONS FOR THE POSITION OF:

LEGAL ASSISTANT

An Equal Opportunity Employer

SALARY

\$25.85 - \$31.42 Hourly
\$2,067.88 - \$2,513.52 Biweekly
\$4,480.41 - \$5,445.97 Monthly
\$53,764.92 - \$65,351.64 Annually

ISSUE DATE: 05/07/18

FINAL FILING DATE: 05/18/18

THE POSITION

Bargaining Unit: Local 21 - Non-Supervisory Management

Contra Costa County Counsel is recruiting to fill a Legal Assistant position located in Martinez. Under the direction of an attorney, Legal Assistants perform a wide variety of confidential specialized legal assistance duties and other related work as required.

County Counsel is seeking a highly-motivated, career-oriented legal assistant, with excellent research, verbal and writing skills, the ability to think strategically and creatively, and the desire to assume responsibility and work cooperatively on complex and fast-moving projects. The work of the County Counsel's Office is challenging, interesting, and team-oriented. The successful candidate must possess strong knowledge in civil legal procedures, Corel WordPerfect, Adobe Acrobat, and Microsoft Word, have excellent organizational skills and deal tactfully with others.

The County Counsel serves as the civil legal advisor for County offices, departments, boards and commissions, schools, and other public entities in the County.

The ideal candidate will possess the following:

- Good research skills
- Excellent writing, communication and organizational skills
- Strong computer skills
- Familiarity with document management systems
- Ability to multi-task on complex and fast moving projects
- Works independently and cooperatively with others.

To accomplish our mission, our primary office goals are to:

- Adhere to the highest standards of professionalism, ethics, and confidentiality
- Provide responsive and solid legal advice and client service
- Act at all times with civility and respect toward the judiciary, our clients, our colleagues and co-workers, our opponents, and members of the public
- Create a supportive and pleasant working environment for office staff members

The resulting eligible list may be used to fill future vacancies in County Counsel, the Public Defenders' Office, and the District Attorney's Office.

You can read the complete job description at: www.cccounty.us/hr . The eligible list established from this recruitment may remain in effect for one year.

TENTATIVE EXAM DATES

Tentative Oral Exam: June 7, 2018

TYPICAL TASKS

- **When assigned to the District Attorney's Office:**

- Prepares routine legal documents and other paperwork, including drafts of legal motions, points and authorities, declarations, affidavits, etc.
- Conducts training of law enforcement personnel
- Supervises paralegal student interns working in criminal/civil litigation assignments
- Reviews police reports to determine sufficiency of information and evidence to assist attorneys
- Researches and analyzes law sources, such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles for use in preparing routine legal documents for review, approval, and use by a deputy district attorney
- Initiates and performs administrative forfeiture actions for the District Attorney's Office
- Monitors asset forfeiture case progress
- Performs duties of a restitution specialist as determined by State Board of Control
- Summarizes, organizes and indexes documentary material in preparation for litigation
- Assists in the preparation of responses to briefs and motions during litigation
- Assists in scheduling and preparing witness for hearings and/or trials
- Collects and analyzes data for deputy district attorney administrative reports
- Conducts discovery, including compiling, analyzing and organizing responses

- **When assigned to the County Counsel's Office:**

- Conducts interviews of witnesses and clients at various locations
- Reviews legal documents and forms for completeness and conformance to specific legal code requirements
- May act as a liaison with other agencies, clients and/or witnesses
- Gathers and summarizes factual information
- Organizes and indexes trial documents
- Prepares exhibits and evidence binders and assists attorneys at trial
- Assists in the preparation of subpoenas, initial disclosures, discovery requests and responses
- Obtains, reviews and summarizes law enforcement reports, medical records, employment records and depositions
- Maintains and updates office law library containing law books and other reference material

- **When assigned to the Public Defender's Office:**

- Prepares legal documents and other paperwork for court filing;
- Gathers factual and documentary information from clients for proper filing of petitions and/or other court documents
- Determines eligibility for Public Defender representation
- Explains court proceedings to clients
- Maintains contact with clients in preparation for court appearances (LPS and Clean Slate)
- Conducts conflict checks to determine eligibility for Public Defender/Alternate Defender representation
- Assists clients in filling out forms for attorney representation
- Reviews and redacts police reports to assist attorneys
- May prepare and issue subpoenas Duces Tecum to assist attorneys in trial preparation

- Collects and maintain statistics for ACER (early representation) and Clean Slate programs
- May act as liaison with other county agencies (when assigned to LPS or Clean Slate program)
- Provides training to outside groups regarding Clean Slate/LPS procedures

MINIMUM QUALIFICATIONS

License: Specified positions will be required to possess a valid California Motor Vehicle Operator's License. An out of state valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Successful completion of an approved paralegal training program; or successful completion of the first year at an accredited school of law

Or

Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate, **AND**

Experience: Three (3) years of full-time or its equivalent attorney supervised* law-related experience in a public or private law office.

***Note:** Attorney supervised law-related experience must be verified with a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; The supervising and declaring attorney must be an active member of the California Bar for at least the preceding three (3) years, or have practiced in the federal courts of California for at least the preceding three (3) years.

Other Requirements: This classification is required to furnish personal transportation which will be reimbursed according to County policy.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. ***A completed Supplemental Questionnaire is required with the application.***
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas (Weighted 100%). Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND
VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

LEGAL ASSISTANT Supplemental Questionnaire

1. The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the Legal Assistant position. Resumes may be attached, but not submitted in lieu of completing the supplemental questionnaire. Do not answer any of the questions by indicating "see attached resume." Be brief and concise limiting your responses to the information that is relevant to each question. Applicants who completed their education outside of the United States should be prepared to produce an education equivalency evaluation PRIOR to hire. The educational evaluation process may take several months. Therefore, if you have not already done so, we advise applicants to begin this process as soon as possible. An application submitted without the supplemental questionnaire is considered incomplete and will be disqualified.
- * 2. Please describe any relevant civil law related experience you have. Please indicate the firm or agency you worked for, your dates of employment and your job title.
- * 3. Describe your computer skills including your level of competency utilizing word processing and spreadsheet software applications. Include in your response the programs you have used and give examples of the types of documents you have produced.
- * 4. How would your colleagues describe you?
- * 5. List any special achievements, special qualifications, training and/or skills that you possess which are relevant to this position.
- * 6. Describe the most complex or voluminous task you have been required to complete either in school or during previous employment.
- * 7. I qualify for this position by having a high school diploma, G.E.D equivalency or high school proficiency certificate, **and** three (3) years of full-time or its equivalent attorney supervised law-related experience in a public or private law office. The supervising attorney must be an active member of the California Bar for at least the preceding three (3) years, or have practiced in the federal courts of California for at least the preceding three (3) years. A written declaration from that attorney stating I am qualified to perform paralegal tasks is attached to my application.
 Yes
 No
- * 8. Education: Check all boxes that apply.
 I have successfully completed an approved paralegal training program.
 I have successfully completed the first year at an accredited school of law.
 I do not meet the above requirements or I qualify through another path.

- * 9. If placed on the eligible list, which department(s) do you wish to be referred to?
 - All departments
 - County Counsel
 - District Attorney
 - Public Defender

- * 10. For what type of positions would you like to be considered? Indicate all that apply.
 - Permanent Full-Time (Regularly scheduled 40 hours per week, full fringe benefits)
 - Permanent Full-Time Project (Regularly scheduled 40 hours per week, full fringe benefits)
 - Temporary – Limited Term Employment (A limited period of time, paid on an hourly basis, eligible for paid time off if assignment exceeds one (1) year)
 - Any applicable position

- * 11. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.
 - Yes

- * Required Question