



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN**

Susan M. Rios
District Attorney

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May 20, 2025

Lassen County Board of Supervisors

Re: Paralegal Job Description

Sirs,

The District Attorney respectfully request your consideration and approval of our enclosed job description for the Paralegal position.

We will soon have two vacant attorney positions. With the upcoming vacancies, the Paralegal position will be a vital support role to the remaining two attorneys in the office.

The District Attorney is not requesting to fund the position at this time, therefore there is no fiscal impact for FY 24/25.

This job description has been sent to the bargaining unit for comment and none was received. Therefore, it is ripe for your approval.

PLEASE NOTE: The date of this meeting falls on a day where the undersigned is scheduled to be in court. Our Executive Assistant Devin Chandler will be asked to present this item if the District Attorney is not available.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Melyssah Rios".

S. Melyssah Rios, Lassen County District Attorney



COUNTY OF LASSEN

JOB DESCRIPTION

Class Title:	Paralegal	CLASS CODE	
Department:	District Attorney	UNIT	MPA
Reports to:	District Attorney	FLSA Status	Non- Exempt
Board Approval		RANGE	20

JOB SUMMARY

Under general supervision, provides paraprofessional legal support work including legal research and legal document preparation requiring knowledge of legal theory and procedures and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the District Attorney, Assistant District Attorney or other designee.

Exercises no direct supervision over staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

(All duties may not be performed by all incumbents.) Other duties may be assigned.

Researches and analyzes criminal and civil law sources such as statutes, recorded judicial decisions, legal articles, and legal codes;

Prepares and proofs legal documents such as briefs, petitions, motions, affidavits, and other documents for attorney use in cases and/or court;

Files exhibits, briefs, appeals, pleadings, and other legal documents with the court, opposing counsel, or other agencies as appropriate;

Assists attorneys in preparing litigation and determining actions by investigating facts and case law, reading and reviewing reports, acquiring background information, contacting and interviewing witnesses, victims, and other participants in the legal process, and contacting attorneys and others associated with cases to gather pertinent information;

Reviews and recommends case strategy;

Assists at trial, hearings, deposition, and strategy meetings;

May appear in court in a support capacity for attorneys;

Coordinates service of subpoenas; schedules witnesses to testify at hearings and arranges court appearances;

Organizes and maintains documents in a paper or electronic filing system;

Organizes exhibits and other documents for hearings and trials.



MINIMUM QUALIFICATIONS REQUIRED

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and Experience:

High school diploma or equivalent GED certificate; and

Two (2) years of general secretarial or clerical office support experience preparing a variety of legal documents in a public or private law office.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license; and

Certification by the California State Bar Association as a certified law student per California Rules of Court Rule 9.42; or meet the qualifications of a Paralegal per California Business & Professions Code Section 6450.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods and techniques of legal research, discovery, fact investigation, and standard legal reference materials;
- Legal office and court terminology, processes, procedures, and the format of legal documents and general correspondence;
- Correct English language usage, including spelling, grammar, punctuation, and vocabulary;
- Processes and procedures related to criminal and civil case processing for prosecution and litigation;
- Principles and practices of case file management and recordkeeping;
- Investigative interviewing techniques;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied and responsible legal research, case preparation, and legal document preparation work, requiring the use of independent judgement and discretion, with accuracy and speed;
- Compose clear and concise legal documents, correspondence, memoranda, and other written materials independently or from brief instructions;
- Maintain confidentiality of information received;
- Research, analyze, and compile case information from a variety of sources;



COUNTY OF LASSEN

JOB DESCRIPTION

- Understand, interpret and apply laws and other regulations cited as part of legal periodicals, legal documents, or other correspondence;
- Effectively represent the department and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals;
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments;
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax;
- Ability to maintain positive working relationships with other county departments and offices, other governmental agencies, and other community organizations.

Physical Demands and Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate a motor vehicle.

Work is performed in an office environment; interview room, conference room, courtroom; will occasionally drive to remote locations within the county; continuous contact with other staff and the public.