



Madison County Human Resources

Beth Miller
Director

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MADISON COUNTY PARALEGAL

Full-time employment in the office of Madison County Attorney. IPERS, Medical, and Life benefits eligible position.

Under general supervision of Madison County Attorney, assists the County Attorney in executing the duties of the office as set forth in Iowa Code section 331.756 including but not limited to providing administrative and paraprofessional legal support to attorneys, case preparation, and preparing legal documents for the court, and other duties as assigned.

Visit www.madisoncoia.us for an application and job description or contact Human Resources at 515.462.5026 or bmiller@madisoncoia.us. Deadline to submit applications is **Friday, October 23, 2020 at 4:00 p.m.** Send application, resume, and National Career Readiness Certificate (if available) to:

Madison County Human Resources
PO Box 152
Winterset, IA 50273

Madison County is an Equal Opportunity Employer

POSTED: 13 OCTOBER 2020

Madison County, Iowa
Position Description – Full-Time Paralegal

Position: Full-Time Paralegal

Reports to: County Attorney

Department: County Attorney

Effective Date: October 2020

FLSA: Non-Exempt

General Summary

Under general supervision, the Paralegal provides administrative and paraprofessional legal support to attorneys. Performs case preparation duties including reviewing case records, criminal histories, and agency reports, and preparing legal documents for the court.

I. Essential Functions

1. Prepare contracts, agreements, and confidential letters as requested by the County Attorney.
2. Assist and support office attorneys with legal research including caselaw, administrative regulations, state and federal statutes, and local ordinances.
3. Assist in maintaining and reviewing Madison County ordinances.
4. Act as a liaison for the County Boards of Trustees, Board of Health, Zoning Commission, Board of Adjustment, Conservation Board, County Veterans Affairs Commission, and any other Boards or Commissions the County Attorney represents as required by law.
5. Assist in reviewing and furnishing open records requests.
6. Drafts pleadings, motions, proposed orders, and assists with discovery responses for state and federal court, state and federal appellate court, PAAB, and any other administrative agency review.
7. Assist in conducting witness interviews, preparing trial notebooks, preparing and filing of exhibits and exhibit lists, preparing witness lists and witness subpoenas.
8. Drafts and generates correspondence, proof reads legal documents, files pleadings using the Statewide EDMS (Electronic Document Management System) and provides clerical assistance to office attorneys.
9. Answers phones and responds to voice messages.
10. Reviews confidential criminal histories.
11. Acts as a Clerk of the Grand Jury coordinating schedules and preparing confidential information as requested.
12. Assists in the preparation of confidential memos and legal opinions.
13. Prepares summary report on caselaw decided by the Iowa Supreme Court.
14. Handle confidential information and reports
15. Performs related duties as assigned.

II. Education / Experience / Qualifications

Associate's degree or Paralegal certification; OR three - five (3-5) years of experience as a legal assistant performing paralegal tasks as listed in the job description.

III. Knowledge / Skills / Abilities

A. Knowledge

1. State and Federal electronic document filing and retrieval.
2. Applicable local, State, and Federal laws, codes, regulations, and ordinances.
3. General office practices, procedures, and Microsoft programs.
4. Judicial system, judicial laws, and court proceedings.
5. Legal terminology.
6. Research techniques and resources.
7. Records maintenance and retention policies and procedures.

B. Skills

1. Typing and entering data with speed and accuracy.
2. Interacting tactfully and professionally with County staff, outside agencies, and the public.
3. Handling and maintaining the confidentiality of files and information.
4. Prioritizing and multi-tasking work to meet deadlines.
5. Establishing and maintaining cooperative working relationships.
6. Communicating effectively verbally and in writing.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date

Human Resources

Date