



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602
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www.mtcounties.org

POSITION DESCRIPTION

POSITION TITLE	Paralegal
DEPARTMENT/DIVISION	MACo Defense Services
FTE STATUS	Full Time Permanent
FLSA DESIGNATION	Non-Exempt
REPORTS TO	Managing Defense Counsel
SUPERVISION EXERCISED	Two Legal Secretaries

POSITION SUMMARY

This position provides paralegal and litigation support to the attorneys in the Montana Association of Counties (MACo) Defense Services. This position has extensive contacts with MACo members, outside counsel, court officials, claims adjusters, medical providers, and legal vendors.

ESSENTIAL FUNCTIONS

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Prepare pleadings and correspondence;
- Accurately maintain the office calendar and the attorneys' individual calendars;
- Prepare pre-trial documents including deposition notices, investigative subpoenas, trial subpoenas, trial notebooks, and exhibits (including electronic exhibits);
- Arrange pre-trial interviews, make necessary travel arrangements for witnesses and counsel, identify, locate, and organize exhibits; provide support as needed during trial;
- Complete electronic filings for state and federal court, and administrative filings;
- Assist attorneys to comply with discovery obligations including preparing for production all documents subject to discovery, compare files to claim files for completeness, serve discovery on defense counsel, and maintain a record to demonstrate what materials have been provided to opposing counsel;
- Summarize depositions, medical records, and other litigation documents;
- Supervise two legal secretaries;
- Attends meetings, conferences, workshops, and training sessions; reviews publications and educational materials in assigned area to remain current on the principles, practices and new developments in assigned work areas;
- Respond to member questions, comments, and/or concerns in a courteous and timely manner;
- Communicate and coordinate regularly with others to maximize the efficiency and effectiveness of operations and activities;
- Keep attorneys and designated others fully and accurately informed concerning work progress in prominent areas including present and potential work problems, and offer suggestions for new or improved ways of addressing such problems;
- Provide needed information and demonstrations concerning how to perform certain work to employees as needed and appropriate;
- Complete electronic filings for state and federal court and administrative filings if necessary; and

- Perform other directly related duties consistent with the role and function of the classification.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of court procedures, litigation, and legal calendaring;
- Knowledge of legal terminology and legal forms and documents;
- Possess a thorough understanding of local, state, and federal rules of procedure and the ALWD citation manual;
- Knowledge of current practices of administrative support functions, including communications standards, legal writing and editing, memorandum and letter composition, filing and document retrieval methods, and support to attorneys;
- Knowledge of MACo activities and county government operations;
- Proficient in Microsoft Office 2010;
- Ability to practice discretion and work in a confidential work environment;
- Skill in using electronic courtroom software;
- Ability to understand and follow oral and written instructions, policies, and procedures;
- Ability to prepare and present accurate and reliable correspondence memoranda from a wide range of source information;
- Ability to establish and maintain good working relationships with co-workers, clients, and the public;
- Ability to use good judgment and discretion when providing information and dealing with co-workers, clients, and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to apply integrity, ingenuity, inventiveness, and to use logical and creative thought processes to develop solutions to complex problems in the performance of assigned tasks;
- Ability to operate general office equipment, including a computer, using standard or customized applications to perform assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to prepare and present accurate and reliable reports including findings and recommendations;
- Ability and willingness to learn and to use new skills and knowledge necessitated by rapidly changing information and technology, including the ability to help establish and maintain electronic files.

REQUIRED EDUCATION & EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through five years of civil litigation experience. An individual who meets the definition of Paralegal as outlined below (Mont. Code Ann. 25-10-305) is preferred:

- An associate's degree in paralegal studies from an accredited institution or a baccalaureate degree in paralegal studies from an accredited college or university; or
- A baccalaureate degree in any discipline from an accredited college or university and has completed not less than 18 semester credits of course work offered by a qualified paralegal studies program; or
- Certification by the national association of legal assistants or the national federation of paralegal associations; or
- A high school diploma or its equivalent, has performed not less than 4,800 hours of substantive legal work under the supervision of a licensed attorney documented by the certification of the attorney or attorneys under whom the work was done, and has completed at least 5 hours of approved continuing legal education in the area of legal ethics and professional responsibility; or
- Graduated from an accredited law school and has not been disbarred or suspended from the practice of law by any jurisdiction.

REQUIRED SPECIAL QUALIFICATIONS

- Ability to be insured and/or bonded, as required.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

MACo is an equal opportunity employer. MACo shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- The employee is constantly required to use hands to operate a computer and keyboard and other office equipment.
- The employee is constantly required to remain seated for extended periods of time, with occasional walking, standing; or bending.
- The employee is required to have sufficient personal mobility, manual dexterity, and physical reflexes, which permits the employee to access the general office environment and operate a motor vehicle.
- The employee is constantly required to communicate in writing, in person, and over the phone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The employee is occasionally required to lift or move up to 25 pounds without assistance.
- May involve occasional travel to attend training, meetings and conferences.

FLSA DESIGNATION STATEMENT

This position is non-exempt and is entitled to the minimum wage and overtime pay protections of the Fair Labor Standards Act, as the primary duties do not meet the duties tests for exemption as an Administrative, Professional or Executive Employee.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalogue each individual duty. Employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.