

JOB DESCRIPTION
Essex County, VA

Job Title	Paralegal Investigator - Commonwealth Attorney's Office
Department	Commonwealth's Attorney Office
Category	Full-Time or Part-time
FSLA	Non-Exempt
Pay Grade	
Report to:	Commonwealth Attorney
Supervises:	NA

JOB SUMMARY/PURPOSE

The purposes of this position are to assist the Commonwealth Attorney with prosecutions of felonies and misdemeanors in all courts in Essex County especially those of domestic violence. This position prepares filings, conducts legal research, interview and prepares witnesses and victims, issues subpoenas, investigates crime scene, attends arraignment hearings, supports victims and performs all other related work in trying cases in Essex County An Paralegal is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists the Commonwealth Attorney with large and complex cases by performing legal research, preparing witnesses, interviewing victims, reviewing case files for completeness, following direction to assist with the prosecution of the case;
- Collects, manages, and reports data relevant to the prosecution of domestic violence and sexual assault cases as required by the Virginia Department of Criminal Justice Services (DCJS); prepares necessary reports to re-apply for the annual DCJS grant;
- Performs various functions necessary to prosecute cases in Essex County specifically related to domestic violence and sexual assault such as: legal research, preparation of witnesses, interviewing of victims, reviewing case with law enforcement personnel, following up with investigations of cases, reviewing crime scene, taking pictures to document injuries, subpoena records from hospital and other agencies related to case, attend arraignment hearings to take notes for case, communication with probation officer, file extradition papers, apply for search warrants, etc.;
- Manges domestic violence cases which involve both adults and children; watch docket for cases to ensure all materials and information has been gathered and investigated and documented and reviewed including watching video, reviewing mental health report, probation report, victim and witness statements, drug tests, take notes at court case to assist the Commonwealth Attorney, etc.;
- Work to find appropriate services for victims of domestic abuse – work with various agencies;
- Work with sexual assault response team during specific cases;

- Serves as backup for office answering questions from customers/public in person or by phone and to explain policies governing department operations; provides information and appropriate contact information;
- Enters data and records into office system to maintain accurate records including the Virginia Criminal Information Network;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with legal procedures, domestic violence cases and court processing regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's degree as a Paralegal or related field for domestic violence or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, plus over three year of experience as a law enforcement officer, paralegal in court systems, or with domestic violence agencies.

Licenses or Certificates:

- Valid driver's license

Knowledge, Skills and Abilities:

- Strong knowledge of the practice of law with specific knowledge related to domestic violence cases
- Strong skill in legal procedures including interviewing of witnesses and victims
- Strong knowledge of records management of court records and procedures and criminal case records;
- Knowledge of standard office practices, procedures, equipment, terminology and techniques;
- Working knowledge of database management systems for data entry procedures;
- Ability to read and interpret various materials pertaining to the responsibilities of the job; ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to process large volumes of paperwork; ability to organize and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with courts, attorneys, law enforcement, victims, witnesses, various domestic violence agencies, departmental staff, employees, and the public;
- Ability to maintain professional ethics related to confidentiality;

- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to interview, gather information, re-evaluate each client's situation and make referrals; ability to exercise sound judgement, discretion, tact and resourcefulness in solving problems;
- Ability to use Windows-based software and data base systems (e.g. Word, Excel, and court systems);
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to interpret laws, policies and regulations and ability to make decision based thereon and explain to others.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, telephone, fax, scanner, various formats of records				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).