



Posted April 18, 2012

BENTON COUNTY EMPLOYMENT OPPORTUNITY PARALEGAL

RECRUITMENT #: 12-015
DEPARTMENT: District Attorney's Office
POSITION STATUS: FULL-TIME (40 HOURS/WEEK)
WAGE RANGE: \$2748 - \$3366/month (Typically starts at the beginning of the range)
BENEFITS: Medical, dental, life insurance, and retirement plan
APPLICATION DEADLINE: May 2, 2012, 5pm (Postmarks not accepted)

POSITION SUMMARY:

Performs legal support activities with regard to criminal, juvenile delinquency and dependency matters.

ESSENTIAL FUNCTIONS OF THIS POSITION: These examples do not include all the specific tasks, which an employee may be expected to perform with or without accommodation. This position works closely with Deputy District Attorneys and provides a full scope of paralegal support. Process new adult and juvenile cases which may include but not limited to, obtain criminal histories, lab reports, evidence, arrest warrant affidavits, police reports, and witness and defendant information, prioritize workflow and complete tasks in a timely manner. Assign cases to the appropriate prosecuting attorney and prepare cases for Grand Jury. Prepare, file and monitor pleadings, court orders, diversion contracts and other legal documents. Liaison with other jurisdictions and agencies and provide support to law enforcement for warrants. Obtain additional material necessary to prosecute alleged charge(s). Ensure that all discoverable materials are provided to the appropriate parties in a timely manner and invoice accordingly. Process court notices per established procedures. Assist with trial preparation and monitor and finalize cases.

MINIMUM QUALIFICATIONS: Requires a High School Diploma/GED with two years of responsible administrative support in a criminal justice field. A Paralegal Certificate is preferred. Must be LEDS certified and a Notary Public within the first three months of employment.

BACKGROUND INVESTIGATION: Successful candidates will be required to pass a thorough background investigation and maintain similar status throughout employment.

HOW TO APPLY: You must apply on a Benton County Employment Application Form. Submit applications to: Benton County Human Resources, 4077 SW Research Way, Corvallis, OR 97333. (541) 766-6081, Fax (541) 766-6752, TDD (800) 735-2900, Web site for online application: <http://www.co.benton.or.us/admin/hr/jobs.php>

Benton County values diversity in its workforce and is an Equal Opportunity Employer.

Please notify the Human Resources Office if you need any accommodation or assistance with any part of our application process. Hearing impaired individuals can call the Oregon Relay Service at 1-800-735-2900 and give them the Benton County Human Resources Office phone number 541-766-6081.