



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **YINC Paralegal**

Schedule: **Full-time with Benefits**

Salary: **\$16.00-17.00 per hour DOE**

Department: **County Attorney's Office**

Closing Date: **Open Until Filled**

Education/Experience/Training:

- Bachelor's or Associate's Degree in Paralegal Studies, Criminal Justice, Political Science, or other relevantly related field preferred.
- Two (2) years of general office experience required; law office experience preferred.

Licenses:

- **Valid Driver's License issued by the State of Montana.**
- Must have or obtain within three (3) months of hire a Certificate of Commission to serve as a Montana Notary Public and maintain such Certificate current, valid and in good standing throughout the term of employment.

JOB SUMMARY

The YINC Paralegal assists attorneys in the all aspects of child abuse and neglect proceedings by filing petitions for permanent legal custody and termination of parental rights; filing and monitoring temporary legal custody extension hearings to ensure that petitions and affidavits are filed on time; preparing orders to ensure that written orders are received in a timely manner and ensure that orders comply with federal IV-E requirements in judicial matters to ensure funding eligibility; work with social workers to prepare for highly contested hearings and conduct additional witness preparations; file motions for permanency plan hearings and help ensure that hearings are conducted on time; and other duties that may be required to fulfill the requirements and intent of the applicable contract; providing pre-trial, trial and post-trial support; organizing trial notebooks; coordinating witness interviews and travel; preparing and researching jury lists; conducting general legal research and writing; assisting with CCJIN requests and background checks; coordinating with county departments in obtaining payment on invoices; assist with search warrants; assist with calendaring for attorneys; performs other related duties as assigned. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Cascade County Attorney's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Organize files and trial notebooks; Provide assistance to attorneys on all aspects of case preparation; Review and distribute incoming mail; Filing petitions for permanent legal custody and termination of parental rights; Filing an monitoring temporary legal custody extension hearings to ensure that petitions and affidavits are filed on time; Preparing orders to ensure that written orders are received in a timely manner and also ensure that orders comply with federal IV-E requirements in judicial matters so to ensure funding eligibility; Works with social workers to prepare for highly contested hearings; Conducts additional witness preparations; File motions for permanency plan hearings and helps ensure that hearings are conducted on time; Prepare affidavits and orders for served search warrants; Double check calendaring system to ensure all court hearings calendared accurately and covered by attorneys; Reviews investigative reports from social workers and law enforcement officers; Communicates regularly with social workers/DPHHS, witnesses, and law enforcement regarding case status; Prepares for and attends various court hearings; Interviews and prepares witnesses for courtroom proceedings; Prepares pleadings, briefs, and other legal documents for filing with the court; Prepares necessary trial and hearing exhibits; Must be able to communicate well with witnesses and victims of all ages, social, economic and educational backgrounds; Assists with drafting and having subpoenas issued; Conducts legal research and prepares legal briefs, memoranda, and other documents; Coordinates witness interviews and witness travel; Prepares jury lists; Assists with CCJIN requests; Assists with researching and conducting background checks; Coordinates with county departments for payment of invoices; Performs other duties as required or assigned.

Knowledge and understanding of: Civil and Criminal Law, Rules of Civil and Criminal procedure, Rules of Evidence, and the appellate process; Montana Code Annotated Title 52, Chapter 2; Indian Child Welfare Act; Principles of trial advocacy and applicable law; Court procedures and applicable rules; Cascade County policies and procedures; Word processing software; On-line legal research; Safety rules, procedures and practices.

Ability to: Utilize County and State codes and ordinances, especially those involving child youth and neglect proceedings; Comprehend and make inferences from written material; Produce documents using proper sentence

structure, punctuation, grammar and spelling; Conduct efficient and effective legal research; Handle stress and conflict; Maintain confidentiality; Conduct self with proper decorum and deference to the social workers, DPHHS, court and court personnel; Be well organized with multiple tasks and deadlines; Establish effective working relationships with the Board of County Commissioners, other county departments, employees, federal and state agencies, private agencies, law enforcement, victims and the general public; Communicate well, in writing and orally, in both technical and non-technical terms; Prepare accurate and reliable reports containing findings, recommendations, and technical documentation; Work for sustained periods of time maintaining concentration and attention to detail; Operate a personal computer using word processing and on line research applications; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines; Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; Meet challenges with resourcefulness through original thinking and creativity.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER