

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code:
006115
Grade: 23
FLSA: Non-Exempt**

PARALEGAL SPECIALIST

DEFINITION OF SERIES:

This is paralegal work that involves a variety of legal duties supporting attorneys working within Montgomery County Attorney's Office or on staff for the County Council. Work includes conducting substantive legal research and analysis on legislative matters, facilitating communication and information exchange with attorneys, appellants, witnesses, law enforcement specialists, County employees, and legal staff from federal and state entities. This work is primarily conducted in a sedentary office environment with typical everyday risks. Employees in this classification provide limited direct assistance to the general public.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class specialize in legal principles, procedures, and documentation. The work performed requires a comprehensive understanding of legal concepts and terminology. Responsibilities include legal research, analysis, document preparation, and case and file management. Supervision is provided by higher-level members of the legal staff, who evaluate work based on the quality, thoroughness, and timeliness of assignments. Guidelines include established procedures and special instructions for complex assignments.

MAJOR DUTIES:

The duties performed by the Paralegal Specialist involve supporting the delivery of legal services within Montgomery County Attorney's Office or to staff for the County Council. Incumbents prepare legal documents, conduct legal research, draft opinions or legislation, and interview witnesses. Work is performed closely with attorneys, appellants, witnesses, law enforcement specialists, County employees, and legal staff from federal and state entities to explain legal matters and coordinate specific issues.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs thorough substantive legal research and analysis to evaluate and summarize relevant information, including legislative history, case precedents, legal decisions, and opinions, to support case preparation and assist in formulating County actions or positions on legal issues.
- Investigates and gains comprehensive knowledge of case or legal matter details, identifying necessary data and determining the most effective approach to obtain it. Evaluates the relevance and sufficiency of available legal, technical, or other related data.
- Reviews and edits proposed legislation, contracts, and legal documents, including real estate contracts and settlements, ensuring accuracy, adherence to legal requirements, and proper formatting.
- Maintains a comprehensive legal database, including tracking case statuses, deadlines, and court filings, to facilitate efficient case management.
- Provides support during trials and administrative hearings, including organizing exhibits, preparing witnesses, and maintaining accurate transcripts.
- Collaborates with specialists and subject matter experts to assess the reliability of information and ensure its accuracy and credibility.

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- Performs a comprehensive review of legislation codification to ensure compliance with State and County regulations.
- Prepares interrogatories, conducts interviews, and obtains responses from witnesses/defendants as part of the discovery process.
- Engages in communication with opposing counsel and legal staff regarding hearings, pleadings, and other legal proceedings.
- Assists in the preparation of legal briefs, memoranda, and other court documents for litigation cases involving the County.
- Assists in the preparation and review of contracts, agreements, and legal instruments for County projects and initiatives.
- Assists in the preparation and review of proposed legislation for County Council and staff.
- Collaborates with County departments and agencies to ensure compliance with legal requirements and regulations.
- Conducts factual investigations and gathers evidence to support legal arguments and claims.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Work is evaluated based on the quality, thoroughness, and timeliness of assignments. Performance is assessed to ensure adherence to established procedures and special instructions for complex assignments. Supervisors provide guidance and oversight, reviewing completed work for accuracy, sound judgment, and compliance with guidelines.

SUPERVISION EXERCISED:

Employees in this classification do not supervise other positions.

GUIDELINES:

Guidelines such as Federal, State, and local laws and regulations, County policies, and procedures, and departmental regulations, are available but may not necessarily be applicable to the work. This may require modification of procedures, or adopting different approaches or methods, using resourcefulness and initiative to resolve problems. Nonstandard situations are referred to the supervisor for decision, assistance, or guidance.

COMPLEXITY:

The complexity of the work involves assembling facts, researching the law, and applying the law to the facts. This requires independent judgment, analysis, and ability to discern the interrelationships between unusual and complex subject matter issues involving principles, issues, laws, concepts, opinions, and facts in preparing appropriate and defensible legal recommendations.

SCOPE AND EFFECT:

The impact of properly performed work results in streamlined processes and compliance with professional standards and regulations for legal proceedings, and legislation.

CONTACTS:

Paralegal Specialists engage in frequent contact with attorneys, appellants, witnesses, law enforcement specialists, County employees, and legal staff from federal and state entities. These, which are normally

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cooperative in nature, are crucial for the exchange of subject matter information, collaboration, and coordination.

PUBLIC SERVICE /ASSISTANCE:

Limited public service and assistance to clients and the public is required.

HAZARDS:

Limited exposure to hazardous conditions and generally is not required to use special equipment and/or adhere to special precautions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Experience: Three (3) years of experience as a paralegal.

Substitution/Equivalency: An equivalent combination of education and experience may be substituted.

Licenses, Registrations, Certifications, or Special Requirements: N/A

Knowledge, Skills, and Abilities:

- Extensive knowledge of substantive and procedural legal principles and practices.
- Proficiency in legal research processes, including the use of legal reference sources, both automated and manual, to conduct thorough research into legislative history, court decisions, case precedents, and legal opinions.
- Thorough understanding of legal terminology, communication, documentation standards, and conventions.
- Familiarity with document control procedures, security measures, and privacy rules at the institutional level to safeguard investigative information and maintain the integrity of pending cases.
- Knowledge of legislation codification requirements.
- Familiarity with general County, Federal, and State legal procedures and requirements in areas such as tax, worker's compensation, real estate, contract litigation, and child and adult protective services.
- In-depth understanding of local government structure and processes, including familiarity with county ordinances, policies, and administrative procedures.
- Knowledge of legislative drafting and review processes to assist in the preparation and analysis of proposed legislation and ordinances.
- Proficiency in using legal research databases and technology tools to efficiently retrieve and analyze legal information.
- Excellent attention to detail and accuracy in document preparation, ensuring compliance with formatting requirements and legal standards.
- Proficient in interviewing techniques and skills to effectively gather information from witnesses and assess its relevance.
- Skill in evaluating and summarizing substantive information accurately and effectively.
- Strong ability to interpret, explain, and present comprehensive oral presentations and written reports, articulating legal findings and conclusions using appropriate language, legal reasoning, and logical organization of facts and ideas.

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- Ability to collaborate with multiple stakeholders, including County officials, department heads, and community organizations, to gather information and coordinate legal activities.
- Ability to stay organized and to handle multiple assignments simultaneously, prioritize tasks, and meet deadlines.
- Understanding of formal and informal rules of evidence, with the ability to assess the adequacy and admissibility of evidence.
- Ability to analyze, to evaluate, and to discern the interrelationships between the application of various applicable laws, legal opinions, and statistical and financial information.
- Ability to assist in case preparation and insure information is lawfully released or withheld.
- Ability to perform legal review and investigative and research work.
- Ability to communicate clearly and effectively in presenting ideas orally and in written form.
- Ability to follow direction, organize, and prioritize assignments, coordinate competing tasks under tight deadlines, and utilize computer technology in the course of performing work.
- Ability to work independently and in teams.
- Ability to maintain automated and manual filing systems.
- Ability to attend meetings or perform work at locations outside the office if necessary.

Work Environment: Work is primarily sedentary in nature and performed in an office environment.

Physical Demands: The work requires ordinary physical effort to sit, walk, stand, bend, and reach or carry light items

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

MEDICAL PROTOCOL: Medical History Review.

PROMOTION POTENTIAL: NA

CLASS SPECIFICATION HISTORY:

Class Established: July 1978
Revised: June 2023 (Added Legislative Paralegal Duties)
April 1985
Classification Study: March 1996 (M)
Classification Study: June 2001 (M)
August 2013
October 2014
Revised: Remove Department Specificity July 2023

Formerly Titled: “Legal Assistant”