

## **PARALEGAL (Domestic Violence Crime Specialist)**

### **DEFINITION**

Under supervision, to assist attorneys in the preparation of primarily domestic violence criminal cases for resolution or trial by conducting research and gathering evidence, organizing and evaluating that information, recommending courses of action, preparing papers necessary for legal actions and monitoring the status of cases; and to do related work as required.

### **EXAMPLES OF DUTIES**

Contacts with complainants, witnesses and police officers health care providers, and other agencies, governmental and quasi-governmental agencies and others to obtain necessary data and information; contacts complainants, defendants, and attorneys to explain the status of cases and alternative case processing options; performs research necessary to individual case processing; organizes and/or evaluates available information for use by attorneys, including recommending or taking appropriate action; drafts criminal complaints, summons, affidavits, orders and other legal papers as necessary; monitors the status of cases to ensure appropriate action is taken in a timely manner; recommends dispositional actions; confers with supervising attorneys regarding unusual or difficult cases; files legal pleadings and papers with appropriate courts and agencies; may draft a variety of legal pleadings and papers with appropriate courts and agencies; may draft a variety of legal papers, memos and other documents; may train, assign and monitor the work of others. While the focus is Domestic Violence cases, also assists as needed in other areas. This includes many aspects of preparation for contested proceedings, including setting up courtroom equipment.

### **EMPLOYMENT STANDARDS**

Education and Experience: Must have an associate degree from a two year legal assistant program or at least two years of work experience which included substantial emphasis on collecting and analyzing information and interpreting complex guidelines, regulations and laws applicable to criminal prosecution within the Wisconsin judicial system or two years of increasingly responsible clerical experience which included substantial public contact and one year of legal clerical experience in a court system or law office. At least one year professional experience or equivalent education which would give applicant substantial knowledge about domestic violence and victim/offender characteristics preferred. An equivalent combination of training and experience will be considered.

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Knowledges, Skills and Abilities: Knowledge of modern office practices and procedures; knowledge of domestic violence laws, knowledge of criminal justice system procedures and practices; knowledge of legal terms and papers; knowledge of negotiation principles and practices; knowledge of basic investigatory principles, interviewing skills; writing skills; ability to gather, organize and evaluate a variety of data and information; ability to assess a variety of data and information; ability to assess a variety of dispositional actions and to take or recommend appropriate actions; ability to interpret and apply complex rules, regulations, guidelines and laws; ability to exercise independent judgment and carry out assignments with minimal PARALEGAL (Domestic Violence Crime Specialist) continued supervision; ability to maintain confidentiality as required; ability to communicate effectively, especially in sensitive situations; ability to operate standard office machines; ability to conduct independent research and investigations; ability to train and monitor the work of others.

Special Requirements: Must be available for occasional night and weekend work as required, for example in preparation for a contested matter such as a trial. The ability to type at a speed of 50 net words per minute and the ability to operate word processing equipment may be required for some positions.