

## **PARALEGAL (Clerk of Courts)**

### **DEFINITION**

Under general supervision, manages the daily operation of collection, reviewing stay cards and authorizing monthly payments for persons with fine payments due. Monitors bankruptcy cases to determine if monies are still due the court and related duties as required.

### **EXAMPLE OF DUTIES**

Contacts or interviews defendants, defense attorneys and agencies, social workers and social services agencies, governmental and quasi governmental agencies and others to obtain and/or promulgate necessary data and information; contacts judges, defendants and attorneys to explain the status of cases, policies and law regarding fines, DPA (alternative payment plans); prepares and sets up alternative restitution, bench warrants, arrest warrants and bail or bonds; performs research necessary to case processing, including bankruptcy, evaluates available information and recommends or takes appropriate action; drafts bankruptcy proofs of claim, prepares motions to vacate arrest warrants, wage assignments and other legal papers as necessary; monitors the payment status of fines and performance of community service and prepares and mails collection letters and notices, prepares and presents statistical information on collections of fines and court costs.

### **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 interviewing individuals, collecting and analyzing information and interpreting complex guidelines, regulations and laws applicable to litigation in the 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. One year of experience in collecting debts and setting up payment plans is preferred. An equivalent combination of training and experience will be considered.

Knowledge and Abilities: Knowledge of modern office practices and procedures; knowledge of relevant laws, regulations and guidelines; knowledge of criminal justice system procedures and practices; knowledge of bankruptcy laws and practices; knowledge of legal terms and papers; knowledge of interviewing techniques; knowledge of financial statements such as income tax forms and personal budgets; knowledge of negotiation principles and practices; knowledge of basic investigatory principles; knowledge of skip tracing; ability to gather, organize and evaluate a variety of data and information for purposes of determining ability to pay; ability to interpret and apply complex rules, regulations, guidelines and laws as they apply to collection

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enforcement; ability to exercise independent judgment and carry out assignments with minimal supervision; ability to maintain confidentiality; ability to communicate effectively both orally and in writing with other employees and general public especially in sensitive situations; ability to operate standard office machines; ability to draft and prepare a variety of legal papers; ability to conduct independent research and investigations; ability to perform a number of arithmetic calculations; ability to negotiate financial agreements; ability to obtain needed information through interview with a variety of subjects.