

DOMESTIC VIOLENCE PARALEGAL

CITY OF CHESTER, SOUTH CAROLINA Domestic Violence (DV) PARALEGAL, PART TIME

GENERAL DESCRIPTION

The purpose of the part time DV Paralegal is to assist the DV Prosecutor prepare for DV trials, conduct legal and factual research, draft legal documents, assist communication with DV victims and Law Enforcement, conduct client interviews, and follow-up services; perform administrative and clerical tasks. The DV Paralegal position is in the Administrative Department of the City of Chester. Direct line manager is the DV Prosecutor. This is a grant-funded position.

ESSENTIAL TASKS

Assists in maintaining and managing individual caseloads in a timely and effective manner.

Provide assistance to the DV Prosecutor for the prosecution of domestic violence cases in Municipal Court.

Conduct legal research, data collection including the use of LAWTRAK, organization, analysis and presentation of most significant implications of the findings.

Draft legal documents, including complaints, deposition notices, subpoenas, legal briefs, interrogatories and DV pretrial orders.

Maintains DV court dockets, assists in notification of DV victims and defense attorneys of trial dates; notifies defendants and bondsmen of court appearances.

Assists in coordinating department activities and functions with those of other City departments, municipalities and outside agencies as appropriate.

Compiles data for and prepares various records, reports, recommendations and correspondence as required by the department, City and/or other agencies.

Office administrative tasks and general support to One Stop Municipal DV Office.

Operates a computer and distinct types of word processing, database, imaging and messaging software; operates basic office equipment.

Keeps abreast of all new domestic violence legislation and case law which affects the municipality of Chester's cases.

Attends professional conferences, training, seminars, workshops, etc., as necessary to maintain job knowledge and skills.

Mandatory participation in VAWA project committee meetings.

Works 20 hours per week, not to exceed 28 hours per week.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Minimal requirement Associate Degree and paralegal certification from an accredited school.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

EXPERIENCE REQUIREMENTS: Requires over three years' experience.

Notice of application should be submitted to City of Chester Human Resources Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706, or email to croof@chester.sc.gov Applications accepted until 12 noon, Thursday, October 26, 2017. The City of Chester is an EOE-H. Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test and Medical/Physical.