

Tracy Jones, Director
(828) 884-3174
FAX: (828) 884-3263



Department of Social Services
106 East Morgan Street
Brevard, NC 28712

June 19, 2017

PART TIME POSITION AVAILABLE

CLASSIFICATION: PARALEGAL / LEGAL ASSISTANT (Grade 14)

SALARY RANGE: \$18.09 minimum - \$22.61 mid - \$27.14 maximum

DESCRIPTION OF WORK: This is a part time, 20 hour per week position to provide legal and administrative support services to the County and Department of Social Services Attorney. These services may include legal and records research, organizing, analyzing, cross-checking and validating information, preparing written reports, drafting of legal documents, preparation of correspondences, checking and editing legal forms and documents for accuracy, organizing and tracking of case files, court room assistance, co-ordination of activities such as subpoena delivery and appointments, review and monitoring of new and updated laws and regulations as well as other functions as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of case, statutory, and common law. Thorough knowledge of legal principles and practices. Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office. Ability to summarize facts and evidence, and prepare legal instruments. Thorough knowledge of legal research techniques and legal terminology. Ability to communicate clearly and logically in oral and written form. Knowledge of local, state, and federal laws and regulations. Relevant computer knowledge and experience. Ability to maintain effective working relationships with persons contacted in the course of work.

PARALEGAL EDUCATION AND QUALIFICATIONS: Graduation from an accredited school for paralegal training and one year of experience as a paralegal, or graduation from a four year college or university with a degree in English, Journalism, or a degree directly related to the area assigned and one year of substantive paralegal experience; or graduation from high school and five years of paralegal or other legal experience performing delegated, substantive legal work, or an equivalent combination of training and experience.

TRAINEE EDUCATION AND QUALIFICATIONS: Graduation from an accredited school for paralegal training; or graduation from a four year college or university with a degree in English, Journalism, or a degree directly related to the area assigned; or graduation from high school and four years of paralegal experience performing delegated, substantive legal work.

DATE AVAILABLE: Immediately

CLOSING DATE: June 30, 2017

APPLICATION PROCEDURE: Submit completed **NC Application PD-107** and college transcripts to:
Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101,
Brevard, NC 28712