



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate: \$18.39 / hour

Equal Opportunity Employer

POC employees have 5 days from date of posting to apply.

PERSONNEL CLASS SPECIFICATION

REVISED: 03/01/2004;2006

JOB TITLE: Paralegal

DEPARTMENT: Parish Attorney's Office

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$19.99 - \$29.74 / hour

GRADE: 24

Oversees the day to day operations of the Office of the Parish Attorney. A highly responsible position that reports directly to the Parish Attorney or Assistant Parish Attorney.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Responsible for the operational management of the Office of the Parish Attorney including the preparation of contracts, litigation pleadings, resolutions, ordinances and other legal documents and correspondence.
- Works in direct concert with Department Heads, Department Personnel and the Office of the commission clerk in administering the Office of the Parish Attorney.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Paralegal Certificate and Notary Public required.
- Seven to ten years of legal experience.
- Excellent organizational skills and the ability to manage multiple priorities.
- Knowledge of the organization, functions, responsibilities and procedures of Louisiana Courts, to include both State and Federal Courts.
- Exceptional computer skills, dictation, editing, grammar and proofreading.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.