

JOB DESCRIPTION
JOB TITLE: Legal Paralegal/Court Liaison

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Monitor court proceedings to assist Agency staff to ensure reports and other documents are filed timely with the Court and to ensure the Agency staff are providing the appropriate information to the Court during hearings. Facilitate a positive relationship between the Agency and the Court.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Monitors mandatory reports required to be filed with the Court in CPS cases to ensure compliance with the Agency's contract, DFPS standards, and Texas legislation.

Attend hearings and monitor the staff's participation in court proceedings to ensure staff are prepared and capable of answering the Court's questions and to testify at trial.

Serves as secondary contact to monitor and assure response to all reported concerns and complaints relating to court participation by the staff.

Submits timely and detailed reports to attorney, supported by accurate data, concerning the status of the staff participation in court and compliance with legal requirements.

Maintains professional relationship with the Courts and legal counsel to ensure issues with Courts or legal counsel are documented.

Meets weekly with staff attorney to discuss issues related to court hearings and mandatory reports.

Travel outside county to attend in person hearings as required by staff attorney.

Maintain calendars for all counties on court hearings and assist in tracking mandatory reports.

Will be required to drive personal or agency vehicle while conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Certification in paralegal or at least 5 years working in a law firm. Child Protective Services experience is preferred.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

IV. 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 is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Assess staff effectiveness and present data to coordinate outcomes in court processes.

Employee Printed Name

Date

Employee Signature