



Office of the District Attorney Alameda County

Pamela Y. Price
District Attorney
alcoda.org

Paralegal

\$2,985.60 - \$3,666.40 bi-weekly,
\$6,468.80- \$7,943.87 monthly

JOB DESCRIPTION

The District Attorney's Office is actively recruiting for the position of Paralegal. The candidate selected may be assigned to assist the Misdemeanor Discovery Unit, Felony Trial Unit, Law & Motion Unit and other critical units.

Under the general direction and supervision of an attorney, performs a variety of specialized paralegal functions including some combination of the following: drafts legal documents; conducts legal research and prepares written memoranda; prepares documents for use in pretrial and trial proceedings; creates and maintains legal files, trial notebooks, and indices; supervises case and file management systems; and performs related work as required. The position requires the incumbent to perform at the journey level with a high degree of independence and discretion where complex technical legal knowledge is applied. The position requires the incumbent to work with sensitive and confidential materials.

MINIMUM QUALIFICATIONS

Education:

Certification of completion from a certified paralegal program from an accredited college or university; and/or

Experience:

The equivalent of up to three (3) years or more of full-time progressively responsible experience as a paralegal in a legal setting.

KNOWLEDGES, SKILLS & ABILITIES:

Knowledge of:

- Methods and techniques of legal research, legal source materials, discovery and fact investigation.
- California Code of Civil Procedure.
- Court regulations, procedures, and legal processes.
- Principles of legal writing.
- Legal terminology.
- Effective interviewing techniques.
- Methods and techniques for pretrial and trial preparation.
- Document preparation techniques.

Ability to:

- Comprehend, digest and summarize complex legal documents.
- Identify and analyze legal issues.
- Interpret and apply relevant legal codes, statutory procedures and requirements.

René C. Davidson Courthouse, 1225 Fallon St., Suite 900, Oakland, Ca. 94612
Phone: (510) 777.2308 ♦ DARecruiting@acgov.org

- Communicate clearly and concisely in both written and oral form.
- Create and maintain file and case management systems.
- Use computers and related software applications including, but not limited to, Microsoft Outlook, Word, PowerPoint, Excel, and Lexis Advance, or other legal software.

HOW TO APPLY

Please send us a cover letter and resume, also complete our DA [Job Application](#).
Email to the District Attorney Recruitment Unit at DARecruiting@acgov.org.

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, sexual-orientation, or physical ability are encouraged to apply.