

NEW CASTLE COUNTY GOVERNMENT

Number 0616

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CLASS SPECIFICATION

Date 05/01/03

Title: LAND USE PARALEGAL

Approved:



GENERAL STATEMENT OF DUTIES: Performs legal work for an attorney, legal advisor, or land use professional; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs important legal research and other legal-related work. The work is performed under direct supervision of an attorney, legal advisor, or land use professional. This employee may either have studied at an accredited law school or have received legal assistant training. This is a confidential position. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights, and weekends.

EXAMPLES OF WORK: (Illustrative Only)

- Researches laws, investigates facts and prepares documents and other sources of information relating to the Land Use Department;
- Prepares documents such as briefs, pleadings, appeals, and contracts, for review and approval;
- Assists in preparation for presentations to community organizations and County Council;
- Assists in preparing ordinances and resolutions for County Council;
- Investigates facts in matters relating to various land use activities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and practices of substantive and procedural law; good knowledge of the methods, sources of information, and materials of legal research; good knowledge of the legal problems, limitations and requirements relating to local government; some knowledge of or the ability to rapidly acquire knowledge of relevant Federal, Delaware, and County laws, ordinances, and regulations and of the correct form of legislation to be presented to the County Council for action; some knowledge of or the ability to rapidly acquire knowledge of the organization, function, and operation of the Federal, State, County, and local governments and other agencies with whom the employee may be required to work on legal problems; ability to do legal review and research work; ability to communicate courteously and

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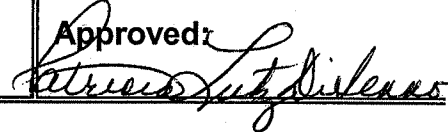
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effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Possession of a Bachelor's Degree from an accredited college or university and completion of one year of law school or a certified legal assistant training program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 11/06/98
Revised: 05/01/03