

# Scott County Government

## Position Description Form

**Position:** Job Title: Paralegal (Guardianship)  
Department Name: County Attorney's Office  
Supervisor Title: County Attorney

### Position Summary

Responsible for performing a variety of duties aiding in guardianship cases and obtaining all necessary items for hearings.

### Duties and Responsibilities

#### Essential Duties:

- Meet with the public regarding guardianships
- Obtain information for filling out and filing petitions, applications on behalf of the petitioners
- File and enter documents pertaining to each individual case with the Circuit clerk's office.
- Meet with the District Judges for signatures and scheduling review dates and trial dates  
Co-ordinate same with Circuit clerk for scheduling court dates
- Mail letters to Petitioners regarding scheduling exams with each Team Member on the Interdisciplinary Team as well as letters regarding court dates for reviews, and trial dates
- Mail letters to all of the respondent's next of kin advising them of the proceedings taking place regarding their relative
- File all signed waivers signed by next of kin
- Enter orders of Examination naming the Interdisciplinary Team members and appointing a Guardian Ad-Litem
- Mail letters and all filed and entered documents to each Team member appointed regarding each individual case
- File completed reports from each team member
- Mail letters to each Team member regarding the court dates for both the review of their reports and letters advising them of the bench/jury trial date once scheduled
- Enter orders for Guardian Ad-Litem appointed to each case
- Mail letters and all filed and entered documents to Guardian Ad-Litem regarding each case

- Provide Guardian Ad-Litem copies of all completed and filed reports by the Interdisciplinary Team Members
- Prepare and acquire signatures on Orders setting the final hearing
- Send notice of hearing to all parties involved
- Provide Petitioner(s) now Guardian(s)/Conservator(s) all entered AOC forms completed by the judge at the time of the bench/jury trial appointing them Guardian(s)/Conservator(s)
- Provide Petitioner(s) Guardian(s)/Conservator(s) AOC forms that are to be completed every year or every other year by them and submitted to the clerk's office

**Secondary Duties:**

- Type letters for County Attorney and Assistant County Attorneys on Fiscal Court matters as well as traffic and criminal cases.
- Performs other duties that may be assigned or required.

## **Position Dimensions**

***Education and Experience:*** The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

Position requires a high school diploma or GED, an associate degree in paralegal studies or a related field, and two years of responsible experience as a legal secretary or paralegal. A person can meet the minimum qualifications with an equivalent combination of education or experience to meet the minimum requirements. Preference will be given to candidates with any of the following; a bachelor's degree in a related field, four or more years of paralegal experience, prior experience working in a county attorney's office.

***Technology:*** MS Office Suite, including Word, Excel, Outlook.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.