



COUNTY OF STANISLAUS

COUNTY COUNSEL



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

Confidential Paralegal I-III

\$50,564 - \$87,588 Annually

Apply by January 5, 2024

THE POSITION

Confidential Paralegals within the Office of County Counsel perform paraprofessional technical legal work within varying areas of law. Under general supervision, the Confidential Paralegal will assist attorneys in the preparation of legal documents, research and analyze specific types of California law, preparation for hearings and trials, and other related duties as required. The Confidential Paralegal will research and analyze law sources such as statutes, ordinances, court decisions, pleadings, reports from varying agencies, and legal articles and documents. Paralegals may work with the General Legal Services team analyzing elements of public law, such as the Public Relations Act, to identify legal issues in order to support the many County departments. Additionally, assignments may stem from the Child Welfare team in preparing and drafting legal documentation with elements of welfare law in support of juvenile dependency matters.

TYPICAL TASKS

- Write petitions, pleadings, letters, declarations, supplements, amendments and other legal documents;
- Gather and analyze case information and responds to probate examiner notes;
- Analyze and prepare Fiduciary, Conservatorship, Probate and Trust accountings and status reports;
- Perform simple legal research, including locating statutes and cases utilizing various legal research platforms;
- Review reports, which may include law enforcement reports;
- File and retrieve a variety of documents with/from various courts;
- Respond to simple requests for information and/or inquiries from interested parties;
- Prepare statements of fact and procedural history in juvenile dependency writs and appeals;
- Summarize appellate decisions and issues concerning juvenile dependency law;
- Communicate with social workers and juvenile court concerning juvenile dependency cases;
- Maintain law libraries, update legal references and maintain inventory of materials;
- Special projects as assigned.

*Interested in learning more about County Counsel?
Scan the QR code or visit www.stancounty.com/counsel*



THE DEPARTMENT

The County Counsel's Office serves as chief legal counsel for the Board of Supervisors, all County offices, departments, and commissions. The County Counsel's Office is responsible for providing legal advice and written opinions on matters that impact the operation of County government jurisdictions. The County Counsel's Office also represents the County in litigation and preparation of agreements, contracts, resolutions, and ordinances for the Board of Supervisors.

The County Counsel's Office regularly handles personnel matters, election matters, bond issues, trial and appellate litigation concerning child welfare practice, public social services, condemnation proceedings, Public Administrator matters, public guardianship and conservatorship matters, and tax cases, as well as keeping current with all Attorney General Office opinions, case decisions, and legislative changes impacting the County.

WHAT WE DO

The Office strives to offer legal services that promote the Board's Priorities, while protecting the County from risk of loss. The office is organized in two teams: General Legal Services and Child Welfare Team. The general legal services team performs work related to land use and code enforcement matters, contracts, public works and finance, public safety, litigation, and health and adult welfare. The Child Welfare team handles matters involving allegations of child abuse and/or neglect.

DEPARTMENTS SERVED BY
General Legal Services

 Aging and Veteran Services	 General Services Agency
 Clerk Recorder	 Parks and Recreation
 Sheriff's Department	

SERVICES SERVED BY
Child Welfare Team

 Adult Protective Services	 Children Welfare / Dependency
 In-Home Support Services	 Juvenile Court Appeals
 Dual Status Hearings	

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

PARALEGAL I

- Basic legal concepts, terminology, principles, rules, and procedures;
- Document preparation techniques;
- Standard office procedures and equipment;
- Filing techniques and procedures;
- Basic research techniques;
- Ability to use computers and related software programs
- Ability to handle confidential material
- Draft and analyze legal documents and correspondence
- Understand basic provisions of the law and applicable procedures
- Organizational skills and ability to meet deadlines
- Conduct basic research
- Written and verbal communication sufficient to exchange or convey information and to receive work direction
- Establish and maintain effective working relationships with co-workers and the public

PARALEGAL II

In addition to a demonstrated knowledge of all Level I requirements:

- Criminal, family law, administrative and civil law procedures, trial and hearing procedures, and rules of evidence;
- General County government functions, practices, procedures and legal responsibility;
- Working knowledge of legal research techniques;
- Basic accounting principles and practices;
- Independently research, analyze and apply legal principles facts, evidence and precedents to legal problems
- Present statements of law and fact clearly, accurately and logically in written/oral form
- Independently perform legal research
- Explain provisions of the law and applicable procedures
- Read and understand statutes, court decisions and legal documents
- Understand and adhere to rules, regulations, policies and procedures

PARALEGAL III

In addition to a demonstrated ability with all Level II requirements:

- Applicable local, State, and Federal laws, codes, ordinances, rules and regulations
- Advanced research techniques and tools
- Paralegal methods and practices
- Civil procedures and Rules of Court
- Litigation processes
- General accounting principles and practices;
- Assist in negotiating settlements
- Prioritize and assign work
- Summarize data and information
- Draft and analyze complex legal documents
- Perform advanced legal research
- Independently prepare clear and concise reports
- Calculate financial information
- Understand, interpret and apply advanced principles and practices
- Advanced legal editing and drafting skills
- Work independently.

EDUCATION & EXPERIENCE

CONFIDENTIAL PARALEGAL I

- Certificate of completion from a recognized paralegal program or Associate's degree in paralegal studies;

OR

- Successful completion of at least one year of law school; OR
- Bachelors' degree in Criminal Justice or legal related field.

CONFIDENTIAL PARALEGAL II

- One (1) year experience equivalent to a Paralegal I in Stanislaus County; OR
- Certificate of completion from a recognized paralegal program or Associate's degree in paralegal studies;

OR

- Successful completion of two (2) years from a recognized law school.

CONFIDENTIAL PARALEGAL III

- One (1) year experience equivalent to a Paralegal II in Stanislaus County; AND
- Certificate of completion from a recognized paralegal program or Associate's degree in paralegal studies;

OR

- Possession of a Juris Doctorate degree from a recognized law school.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

- At least six (6) months of experience performing paralegal work in a public or private law office

OR

- One (1) year of law school with successful completion of the research and writing class

HIGHLY DESIRABLE QUALIFICATIONS

• Experience with reading, researching, reviewing, and writing for case files involving criminal, civil, family, or administrative law.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-7603 to make other arrangements before 5:00 p.m. on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$50,564 - \$87,588

The County of Stanislaus provides a competitive and comprehensive benefits package for regular confidential full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.0% of base salary
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

*Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Human Resources to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at-will" for labor relations purposes. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months. The probationary period does not apply to unclassified positions.

APPLICATION PROCEDURES/FINAL FILING DATE: January 5, 2025

Oral Examinations are tentatively scheduled for the week of January 13, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.