

DEPARTMENT: District Attorney BY: Christine A. Johnson PHONE: 209/966-3626

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

Adopt this resolution approving attached new class specification for the position of Paralegal (District Attorney's Office) at a salary range of 150; adding this position to the Employee Allocation Schedule; allowing appointment of a new full-time employee to this position; and directing the County Administrative Officer to include this position in the baseline budget for fiscal year 1995-96. This new classification shall be assigned to MCMCO.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

In response to a request from the District Attorney's Office, the Personnel Office has prepared the attached proposed class specification and recommended salary range 150 for a new position in the Criminal Division. Review by the County Administrative Officer has resulted in proposed allocation of this position to MCMCO. The primary function of this position would be to provide staff support at a paraprofessional level to the attorneys. This position would provide the basic research necessary for the attorneys to prepare for their cases as well as perform the myriad of routine but complex legal duties in that office, thereby allowing the attorneys to focus their time directly on their caseload. The District Attorney further plans to utilize this position to provide budgetary and office supervisory services, allowing a higher percentage of her time to be spent directly on the criminal caseload of the department.

It is estimated that filling this requested new position would have a budgetary impact of \$1,404.16 during fiscal year 1994-95 and would add an estimated \$33,980.72 to the 1995-96 Criminal Division requested budget. During the 1994-95 budget hearings, the Board eliminated one staff position at an annual savings in salary and benefits of approximately \$42,618; Granting this new position would still result in a net annual savings of approximately \$8,637. Most of the functions previously assigned to the deleted classification have been directly absorbed into the operations of the Victim/Witness Program and the Family Support Division. This new position will provide staff support not previously available at a paralegal level to the attorneys in preparation of their criminal cases as well as assist the department head with budgetary and other administrative matters. Addition of this position will greatly enhance the efficiency of the attorneys in managing an ever-increasing caseload with restricted resources.

For additional information, please refer to letter dated April 11, 1995 from the District Attorney to Jeffrey G. Green, County Counsel and Acting Personnel Director, attached hereto as Exhibit A, and response dated April 12, 1995 attached hereto as Exhibit B.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this class specification and salary range.


Revise this class specification and salary range as deemed necessary by the Board.

**COSTS:** ( ) Not Applicable  
 A. Budgeted current FY \$ -0-  
 B. Total anticipated costs \$ 1,404.16  
 C. Required additional funding \$ 1,404.16  
 D. Internal transfers \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
 List the attachments and number the pages consecutively:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SOURCE:** (X) 4/5ths Vote Required  
 A. Unanticipated revenues \$ \_\_\_\_\_  
 B. Reserve for contingencies \$ 1,404.16  
 C. Source description: \_\_\_\_\_  
 Balance in Reserve for Contingencies, (Operating Balance)  
 if approved: \$ 114,677.-

**CLERK'S USE ONLY:**  
 Res. No.: 95-224 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 ( ) Approved ( ) Denied  
 (X) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
 This item on agenda as:  
 \_\_\_\_\_ Recommended  
 \_\_\_\_\_ Not Recommended  
 (X) For Policy Determination  
 \_\_\_\_\_ Submitted with Comment  
 \_\_\_\_\_ Returned for Further Action  
 Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 A.O. Initials: 

The foregoing instrument is a correct copy of the original on file in this office.  
 Date: \_\_\_\_\_  
 ATTEST: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: CHRISTINE JOHNSON, District Attorney  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Denial of Request for Approval of New Class  
Specification for the Position of Paralegal;  
Authorization of Temporary Help through  
Boyer Business Center; and Authorization of  
Temporary Paralegal Contract to Deal with  
Backlog; Resolution Number 95-224

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 16, 1995

ACTION AND VOTE:

Christine A. Johnson, District Attorney;  
Resolution Approving New Class Specification for the Position of  
Paralegal at a Salary Range of 150; Adding this Position to the  
Employee Allocation Schedule; Allowing Appointment of a New Full-  
Time Employee to this Position; Directing the County  
Administrative Officer to Include this Position in the Baseline  
Budget for Fiscal Year 1995/96; and Appropriating Funds  
(\$1,404.16) (4/5ths Vote Required)

BOARD ACTION: Discussion was held with Christine Johnson  
concerning request, and she advised of current status with her  
staffing. (M)Stewart, (S)Balmain, Res. 95-224 adopted approving  
continuation of utilizing temporary help through Boyer Business  
Center to fill behind staff that is out; and authorizing  
temporary paralegal contract assistance to deal with the work  
backlog; with funding to be from the one-time funding set aside  
in Reserve for Contingency; direction given to County  
Administrative Officer to include funding for temporary staffing  
in the budget for FY 1995-96 to cover costs until adoption of  
said budget; and Board concurred with further consideration of  
request to add a position during the Final Budget process/Ayes:  
Balmain, Stewart, Parker; Excused: Reilly, Taber.

cc: Ken Hawkins, Auditor  
Jeff Green, County Counsel  
Mike Coffield, County Administrative Officer  
Nancy Kyle, Personnel Analyst  
File



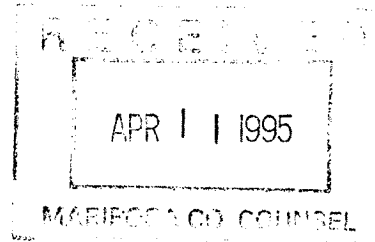
## OFFICE OF THE DISTRICT ATTORNEY COUNTY OF MARIPOSA

CHRISTINE A. JOHNSON  
District Attorney

Family Support Division  
WILLIAM W. TURKINGTON  
Deputy District Attorney

Criminal Division  
FRANCIS W. McNALLY  
Deputy District Attorney

QUINN R. BARANSKI  
Deputy District Attorney



April 11, 1995

Mr. Jeff Green  
Mariposa County Counsel - Acting Personnel Director  
5100 Bullion Street  
Mariposa, CA 95338

Dear Jeff:

I have held the Office of District Attorney for a little over three months. This period of time, while admittedly short, nevertheless has been sufficient for me to determine the immediate staffing needs of the Criminal Division of my office.

Presently, as you know, I have two clerical positions in the Criminal Division. One position is funded three-quarters (3/4) by an OCJP grant which means that three-quarters (3/4) of that staff-member's work should be grant-related which has not been the case. These two staff members are responsible for generating through the criminal justice system all the work that local law enforcement generates. They hold numerous responsibilities including answering phones, calendaring, preparing for filing all court-related documents, general correspondence, general filing, specific individual duties, and all the necessary work that the two attorneys in the Criminal Division generate plus myself. The attorneys in the Criminal Division often function as non-attorneys performing clerical tasks which detract from their roles and responsibilities as attorneys. In addition to court and trial-work, the attorneys in the Criminal Division have daily contact with law enforcement and civilian witnesses, conduct their own legal research and by necessity, since my office does not have an investigator, perform investigative tasks.

This brings me to the inevitable request for additional staffing. It would be very helpful, if not crucial, to the successful operation of the Criminal Division to create a paralegal position. The person selected for this position would serve as a

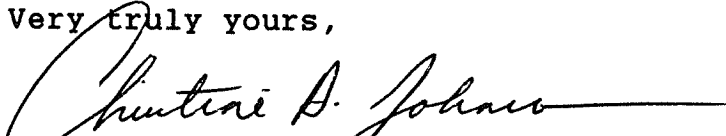
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Mr. Jeff Green

liaison between the attorneys and clerical staff. The person selected will supervise clerical staff of the Criminal Division and perform primarily paralegal job tasks to aid the lawyers.

As to the budgetary impact of this newly created position, unfortunately, there are no existing funds for this position. Therefore, I anticipate having to ask the Board for the requisite funding.

I appreciate yours and Nancy's assistance in this matter. Should you have any questions, please call.

Very truly yours,



CHRISTINE A. JOHNSON  
DISTRICT ATTORNEY

cc: File

OFFICE OF



**JEFFREY G. GREEN**  
County Counsel  
(209) 966-3222

P. O. Box 189  
Mariposa, CA 95338  
FAX (209) 966-5147

*The County Counsel*  
MARIPOSA COUNTY  
April 12, 1995

To: Christine A. Johnson, District Attorney  
From: Jeffrey G. Green, County Counsel  
Re: Proposed Paralegal Position

Dear Chris:

Thank you for your letter of April 11, 1995. As we have discussed on a number of occasions, I certainly agree with your analysis relative to the needs of your office. My office stands prepared to fully support you in your request to the Board of Supervisors for a paralegal position and the funding of that position. If there is anything additional that I can do to help ensure the continued success of your office, please feel free to contact me at anytime.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Jeff Green".

Jeffrey G. Green  
County Counsel

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MARIPOSA COUNTY

JOB TITLE: PARALEGAL (DISTRICT ATTORNEY'S OFFICE)

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To assist attorneys in the preparation of criminal cases; to assist department head with policy, planning, administrative and budgetary matters; to provide complex clerical support for the department and to perform a variety of routine legal duties. Employees in this class receive minimal supervision within a broad framework of policies and procedures, provide assistance to the overall functioning of the Criminal Division, and supervise the work of other paraprofessionals and support staff. This class will also provide similar support functions for the Family Support Division and Victim/Witness Program.

SUPERVISOR: District Attorney

**TYPICAL DUTIES:**

- Conducts basic legal research and locates statutes and relevant case citations
- Prepares and/or assists in the preparation of subpoenas, writs, complaints, declarations, responsive pleadings, points and authorities, search warrants and related documents
- Interviews witnesses and may brief witnesses for trials
- Reviews documents to determine compliance with statutes, court decisions, and other applicable laws
- Obtains, reviews and summarizes police reports and other evidence
- Gathers and prepares exhibits and demonstrates evidence
- Prepares legal forms, reports, correspondence, special statutes and research
- Prepares the annual budget, budget transfers, and related documents for the Criminal Division
- Researches, prepares, and monitors grants and special projects

MARIPOSA: PARALEGAL

**TYPICAL DUTIES (Cont'd):**

- Collects statistical data
- Utilizes computer terminal or personal computer to enter, retrieve and manipulate data using word processing, database, spreadsheet or other specialized software
- Assigns, coordinates and reviews and the work of other paraprofessionals and clerical support staff
- Researches and assembles supporting data for Board of Supervisors' agenda items
- Prepares a variety of required records, reports and other documents for various Federal, State and local agencies or other departments
- Composes and types complicated and confidential correspondence and other related documents and provides legal secretarial support
- Coordinates departmental personnel matters
- Provide similar support functions for the Family Support Division and Victim/Witness Program
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- legal research and writing methods
- legal terminology and legal office practices and procedures
- Federal, State and local codes, laws, rules and regulations pertaining to the functions of a District Attorney's Office
- effective organizational time management
- basic principles and methods of administration, personnel, staff development, fiscal and data processing management including basic financial record keeping



MARIPOSA: PARALEGAL

Knowledge of (Cont'd):

- principles of supervision, training and work coordination
- correct English usage, spelling, grammar, and punctuation

Ability to:

- understand, interpret and apply legal principles and practices
- interpret and explain policies and procedures to staff, other departments and the general public as they apply to the department
- maintain confidential information in accordance with legal standards
- work independently to manage time effectively and meet deadlines utilizing a high degree of initiative, maturity, integrity and good judgment
- prepare Criminal Division annual budget and update a variety of records and reports including financial and statistical reports
- perform a wide range of complex analytical work and other administrative assignments including program development and implementation
- operate a computer terminal or personal computer and type accurately at a rate required for successful job performance
- perform legal secretarial assignments
- plan, organize, train, and supervise the work of others
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective working relationships with those contacted in the performance of required duties

MARIPOSA: PARALEGAL

MINIMUM QUALIFICATIONS:

- equivalent to graduation from high school preferably with coursework in typing, bookkeeping and related business subjects; successful completion of a paralegal training program approved by the Western Association of Schools and Colleges or equivalent; and three years of increasingly responsible experience at a legal secretarial or paralegal level preparing a variety of legal documents and including at least one year working directly with criminal law. Experience must also demonstrate a working knowledge of a general office and/or departmental budget process. Shorthand is desirable but not mandatory.

Paralgl.frm  
Creation Date: 5/95