



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2<sup>nd</sup> Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929  
[www.cccounty.us/hr](http://www.cccounty.us/hr)

*"Your Employer of Choice."*

*A great place to live...  
A great place to work...*

**FINAL FILING DATE: October 14, 2016**

**ORAL INTERVIEW: To Be Announced**

### LEGAL ASSISTANT

**Monthly Salary Range: \$4,349 - \$5,287**

**Bargaining Unit: Local 21 - Non-Supervisory Management**

#### THE POSITION

Contra Costa County is recruiting to establish an employment list in the classification of Legal Assistant. Vacancies currently exist in the office of District Attorney and Public Defender. The ideal candidate will be highly-motivated, career-oriented with excellent research, verbal and writing skills to assume responsibility and work cooperatively on complex and fast-moving projects. Positions in this classification provide paraprofessional legal assistance to attorneys.

The eligible list established from this examination may remain in effect for six (6) months.

#### MINIMUM QUALIFICATIONS

**License:** Specified positions will be required to possess a valid California Motor Vehicle Operator's License. An out of state valid Motor Vehicle Operator's License will be accepted during the application process.

**Education:** Successful completion of an approved paralegal training program.

Or

Successful completion of the first year at an accredited school of law.

Or

Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

And

**Experience:** Three (3) years of full-time or its equivalent attorney supervised\* law-related experience in a public or private law office.

**\*Note: Attorney supervised law-related experience must be verified with a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; The supervising and declaring attorney must be an active member of the California Bar for at least the preceding three (3) years, or have practiced in the federal courts of California for at least the preceding three (3) years.**

**Other Requirements:** This classification is required to furnish personal transportation which will be reimbursed according to County policy.

#### SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested. The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**OPEN ONLY: October 10, 2016 – AM/cu**

**Exam Number: 2Y7B-2016A**

#### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.