

Pima County Supplemental Application - PARALEGAL (3145)

This open range classification of Paralegal is a generic classification, which serves all levels/assignments of Paralegal in the offices of:

County Attorney / Public Defender / Legal Defender

The classification covers a wide range of duties and responsibilities. Such duties range from entry level Paralegal to Specialist or Lead assignments.

INSTRUCTIONS TO THE APPLICANT

This form is designed to assist Human Resources in determining those specialty areas in which you have the training, experience and interest. This supplemental questionnaire **MUST** be submitted with the regular Pima County Application form when applying for Paralegal. Any experience indicated on this supplemental form must also be referenced in the "Work History" portion of the Pima County Application form.

CERTIFICATE OF APPLICANT

I certify that the information contained in this supplement is true, correct, and complete to the best of my knowledge and belief. I am aware that should an investigation disclose any misrepresentation or falsification, my application will be rejected, and I may be dismissed from and/or disqualified from any further employment with Pima County. I authorize Pima County to make all necessary and appropriate investigations to verify the information contained herein.

Name:

I. Do you wish to be considered for employment with the following Department(s):

DEPARTMENT	YES	NO
COUNTY ATTORNEY / Criminal Division		
COUNTY ATTORNEY / Civil Division		
PUBLIC DEFENDER		
LEGAL DEFENDER		

II. Education

Educational Degree/Certificate	Yes	No	Educational Institution/School/University (List all schools attended)
Associates Degree as a Paralegal / Legal Assistant			
Associates, Bachelors or Juris Doctorate Degree (<i>in a related field</i>)			Major: _____ Minor: _____
Paralegal / Legal Assistant Certificate			

III. General Experience

Experience	Years	Area of Law (Criminal, Civil/Speciality)	Office Environment (Law Firm/Government/Courts etc.)
Paralegal / Legal Assistant			
Legal Secretary			
Other Legal Work (List type: clerical, etc.)			

IV. Criminal Experience

Specialty Area of Law	Course Work or Training	Work Experience (Years/Total # of Cases)	Type(s) of Case(s) (ie: Robbery, DUI, etc.)	State ✓	Defense ✓
Felony					
Misdemeanor					
Appeals					
Juvenile					

V. Civil Experience

Specialty Area of Law (As a Paralegal/Legal Assistant)	List Course Work or Training	Years Experience (As Paralegal/L.A.)			Trial Assistance		Interest ✓
		(0 - 1)	(1-3)	(3+)	Court	Jury	
Administrative							
Bankruptcy							
Collections							
Contracts							
Constitutional							
Corporate							
Economic Crime/White Collar							
Eminent Domain							
Employment							
Health Care							
Environmental							
Insurance							
Land Use							
Labor							
Medical Malpractice							
Mental Health							
Personal Injury							
Real Estate							
Tax							
Tort							
Water							
Worker's Compensation							
Zoning							

Signature:	Date:
-------------------	--------------