



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Restitution Specialist (Classification Title: Paralegal) - Part Time

An Equal Opportunity Employer

SALARY

\$28.25 - \$33.68 Hourly \$2,260.00 - \$2,694.40 Biweekly \$4,896.67 - \$5,837.87
Monthly \$58,760.00 - \$70,054.40 Annually

OPENING DATE: 01/04/19

CLOSING DATE: 01/18/19

JOB TYPE: Part Time

Job Category: Legal Services

DEPARTMENT: District Attorney

LOCATION: DA's Office - 1127 First St., Suite C, Napa

THE NAPA VALLEY

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land

use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

THE POSITION

An eligible list is being created to fill a current vacancy within the Napa County District Attorney's Office. The eligible list created from this recruitment may be used to fill this position as Part Time (20 hours/week) or Full Time, based on funding availability. This list may also be used to fill current and future Full Time, Part Time, Limited Term, and Extra Help vacancies as they occur over the next 12 months.

The Restitution Specialist will assist victims in obtaining restitution from convicted defendants in every appropriate case. Prosecutors accomplish this by seeking a restitution order from the judge handling the criminal case. Because of the heavy financial record keeping duties that are unique to this position, the ideal candidate will also possess strong skillsets in financial record keeping and Excel, in addition to the standard requirements of the position.

The Recruitment Process

1. Applications are due by 5:00 P.M. on Friday, January 18, 2019.
2. Applications will be screened for minimum qualifications the week of January 21, 2019.
3. Candidates who meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of January 28, 2019. The most qualified applicants from the scoring of the supplemental questions will be invited for an Oral Panel Interview.
4. Oral Panel Interviews are tentatively scheduled for the week of February 18, 2019. Only the most qualified candidates from the interview process will be placed on the eligible list and may be considered to fill positions for up to one year.

The Human Resources Department reserves the right to make changes to the recruitment process and schedule at any time.

EXAMPLE OF DUTIES Perform a variety of paralegal services for the District Attorney and attorney staff; Research legal issues and review statutes, recorded judicial decisions, legal articles, ordinances and other documents; Assist in preparing briefs and appeals; prepare other routine legal documents in final form; Assist staff in tracking existing and proposed legislation regarding restitution; provide history and status reports; Contact attorneys and others to coordinate issues involving restitution fines and orders; Responsible for all liaison functions with the State Board of Control regarding tracking of all claims filed by victims of crime in Napa County; Maintain all logs required by the State Board of Control; monitor all cases where victims have filed claims with the State Board of Control and recommend the amount of Program payments on the victim's behalf to appropriate County staff; Act as liaison with the Napa County Probation Department and send all appropriate documentation to Probation; Responsible for all duties under the contract with the Napa District Attorney's Office and the State Board of Control; Organize and maintain litigation files and materials; organize document control in cases involving voluminous documents; manage and maintain files of opinions and memoranda written by staff; Attend staff or other meetings as requested; Perform training regarding cases and statutes involving restitution to victims of crimes and restitution fines; And perform related duties as assigned.

KNOWLEDGE OF:

Principles and practices of civil law and/or litigation.

Methods of legal and factual research, including the use of automated systems.

Techniques of discovery and case preparation and organization.

Legal terminology and processes and the judicial system.

Drafting legal documents.

Effective interviewing and investigation techniques.

Computer software, including word processing, spreadsheet and database programs.

English language usage, grammar, spelling and punctuation.

Governmental entities, systems and functions.

ABILITY TO:

Analyze and apply legal principles, facts, evidence and precedents to legal problems.

Present statements of law and fact clearly and logically in written and oral form.

Research legal information fully and accurately to meet mandated timeframes, using both automated and manual legal research methods.

Interview effectively.

Use sound independent judgment within procedural and legal guidelines.

Prioritize work and meet critical deadlines.

Maintain accurate records and files.

Operate a personal computer for word processing and other relevant applications.

Type accurately at a speed of not less than 45 words per minute.

Establish and maintain cooperative working relationships with those contacted in the performance of work.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess the required experience and education.

Experience:

Three years of significant, directly-related and progressive legal clerical or legal secretarial experience (or more advanced legal experience), preferably to include experience in preparing legal documents and in performing legal research and analysis.

Education:

Equivalent to the completion of the twelfth grade, plus completion of a recognized paralegal, legal assistant, or law school program at a university, college or other educational institutional.

License or Certificate:

Possession of a certificate of completion as a paralegal, legal assistant or more advanced legal degree (e.g., J.D.).

A position assigned to this class may require possession of a valid California Driver's License.

ADA Accommodation

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

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EXAM #62901-03-13-2015
RESTITUTION SPECIALIST (CLASSIFICATION TITLE:
PARALEGAL) - PART TIME
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