

PARALEGAL I & II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide litigation support; to assist attorneys in litigation of civil cases from time of complaint through settlement or trial and appeal; and to perform a variety of paralegal duties in specific areas of law.

CLASS CHARACTERISTICS

Paralegal I--This is the entry-level class in the Paralegal series. This class is distinguished from the Paralegal II by the performance of the more routine tasks and duties assigned to positions within the series including basic research and information collection. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Paralegal II--This is the full journey-level class within the Paralegal series. Employees within this class are distinguished from the Paralegal I by the performance of the full range of duties as assigned including the most complex legal tasks and assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Reviews incoming pleadings and discovery requests and verifies calendaring; prepares calendar slips for hearing and deadline dates; performs legal research and drafts inter-office memos, pleadings, memoranda of points and authorities, petitions for writs and appellate briefs, motions, stipulations, orders, rulings, notices, declarations, proofs of service and other related documents; prepares necessary responses to pleadings and discovery requests including interaction with City departments to obtain necessary information; reviews and summarizes discovery; interviews witnesses; prepares documentation summaries; arranges, contacts and coordinates investigators and experts; requests subpoenas of records and reviews documents; maintains telephone contact with courts, witnesses and attorneys; prepares correspondence and legal memoranda; assists with depositions, trials and other necessary court appearances; files documents with courts and attorneys; reviews and researches court files; conducts factual and statistical research; obtains telephonic rulings and hearing dates; communicates with City staff; coordinates assignments, attorneys and secretaries; assists in trial preparation, including preparation of jury instructions, voir dire questionnaires, exhibits and coordination of court appearances of witnesses; prepares petitions and appeals; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Paralegal I

Knowledge of:

- Word processing;
- Preparation of routine procedural and substantive civil litigation;
- Applicable court rules, including the drafting of and response to pleadings;
- Pleading formats, citation style, content requirements and local filing requirements;
- Civil litigation calendar management; and
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform legal research with minimal guidance;
- Learn to prepare discovery pleadings with minimal supervision;
- Learn to interview and interact with the public, outside attorneys and City employees regarding discovery, case investigation and trial preparation;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: Previous experience in civil litigation, government entity law department or private defense firm is desirable.

Training: Equivalent to the completion of the twelfth grade, supplemented by college-level course work in political science, government or a related field.

License or Certificate: Possession of a certificate from an approved Paralegal Certification Program.

Paralegal II In addition to the qualifications for Paralegal I:

Knowledge of:

- Local court rules, including the drafting of and response to pleadings and discovery.

Ability to:

- Perform extensive legal research with minimal guidance;
- Independently manage, respond to and prepare discovery pleadings; and
- Interview and interact with the public, attorneys and City employee regarding case investigation and trial preparation.

Experience and Training Qualifications

Experience: Three years of increasingly responsible civil litigation and case management experience.

Training: Equivalent to the completion of the twelfth grade, supplemented by college-level course work in political science, government or a related field.

License or Certificate: Possession of a certificate from an approved Paralegal Certification Program.

WORKING CONDITIONS

Environmental Conditions: Office environment; occasional courtroom environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Previous Title: Legal Assistant