

PARALEGAL
PARALEGAL (LITIGATION)

DEFINITION

A Paralegal performs complex and difficult paralegal assignments under the direction of an attorney in the Office of the General Counsel.

A Paralegal (Litigation) performs specialized assignments related to litigation under the direction of an attorney in addition to the duties of a Paralegal.

TYPICAL DUTIES

- Receives, analyzes, investigates, and recommends action on submissions under various tort claim acts to an attorney.
- Reviews files and determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information.
- Conducts comprehensive investigations of the facts and circumstances related to cases which may include on-site visits, interviews, operational reviews, and record searches.
- Conducts research into legislative history, precedent cases, decisions, and opinions.
- Prepares digests of legal decisions and opinions.
- Reviews legal documents and forms for completeness and conformance to applicable legal codes and convention.
- Verifies citations and legal references on prepared legal documents.
- Calendars important dates related to the progress of cases, submission of documents, and court/hearing appearances.
- Reviews a wide range of documents prepared by business, human resources, and educational services, and college personnel for legal form and to identify potential legal problems and liabilities.
- Analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on District programs and activities and recommends positions and action to District administration.
- Summarizes, organizes, and indexes opinions, testimony, depositions, and documentary material and interrogatories.
- Drafts and edits a variety of non-legal memoranda, reports, and correspondence.
- Performs related duties as assigned.

In addition to the above, a Paralegal (Litigation) performs the following:

- Researches and drafts briefs, motions, memoranda of points and authorities, interrogatories and answers, pleadings and other discovery requests and responses.
- Prepares summaries of testimony, digests of depositions, and summaries of documentary evidence.
- Interviews potential witnesses and prepares summary reports for the attorney's review.

In addition to the above, a Paralegal (Litigation) performs the following:

Participates in witness preparation.

Prepares and organizes exhibits and other materials in anticipation of hearings.

Attends court sessions or hearings to be informed on progress and developments and to assist in the presentation of exhibits.

DISTINGUISHING CHARACTERISTICS

A **Paralegal/Paralegal, Litigation** performs a wide range of paraprofessional legal research, investigation, document preparation, document processing, and scheduling related to legal matters/litigation brought by and against the District under the supervision of an attorney.

A **Student Law Clerk** performs entry-level assignments in the application of law to the operations of a public jurisdiction in preparation for a career as an attorney.

A **Legal Secretary** performs secretarial and clerical duties which require a knowledge of specialized practices, procedures, and terminology related to the operation of a law office.

SUPERVISION

General supervision is received from the General Counsel. Immediate supervision is received from an Associate or Assistant General Counsel. May exercise functional supervision over secretarial and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, concepts, and methods of legal research

Legal reference sources and materials

Legal procedures

Practical knowledge of basic legal principles and concepts

Federal, State, and local laws applicable to the District's mission and activities

Techniques of fact finding, investigation, and problem analysis

Document control and security measures related to legal work

Fundamentals of English grammar, spelling, punctuation, and composition

Legal vocabulary, terminology, writing, form and style

Computer equipment and applications used in a law office such as Lexis or West Law

In addition to the above, a Paralegal (Litigation) requires the following:

California and federal civil procedures from acceptance of case to trial

Tactics of litigation, discovery, fact investigation, jurisdiction, remedies, civil procedure and drafting of pleadings

Civil litigation procedures related to evidence, discovery, brief preparation, settlement procedures, judgments, appeals, post trial procedures, alternate dispute resolution, and arbitration

Ability to:

- Apply appropriate legal research methodology to a wide range of legal matters
- Plan and conduct comprehensive fact finding and investigations
- Recognize the critical elements of legal and business problems
- Interpret and apply bodies of laws, regulations, precedents, and practices to legal actions
- Write comprehensive, legally correct, and understandable reports, documents and communications
- Make clear, concise, and effective oral presentations
- Plan and organize work to meet critical deadlines
- Critically review source data, detect, and correct errors
- Perform complex assignments independently
- Work effectively and cooperatively with administration, staff, and the public

ENTRANCE QUALIFICATIONS

<u>Education</u>	<u>Experience</u>
A.	
B. Graduation from a recognized law school	None is required.
C.	
D. Graduation from a recognized four year college or university with a degree in paralegal, legal assistance, or a closely related field	None is required.
E.	
F. Completion of a paralegal or legal assistant certificate program at an accredited college or university AND	Two years of experience as a paralegal working under the direction of an attorney. For the class of Paralegal (Litigation), the qualifying experience must be in the specialization of litigation.
G.	
H. None is required.	Four years of experience as a paralegal working under the direction of an attorney. For the class of Paralegal (Litigation), at least two years of the qualifying experience must be in the specialization of litigation.
I.	
J. Any equivalent combination of A, B, and C above.	

Special:

- A valid Class "C" California drivers license.
- Access to an automobile.