

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 to an attorney on submissions under various tort claim acts.

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.

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.

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, educational services, and college personnel for legal form and to identify potential legal problems and liabilities.

Summarizes, organizes, and indexes opinions, testimony, depositions, and documentary material and interrogatories.

Files, lodges, and transfers documents for courthouse and courtroom procedures.

Screens and/or responds to requests for information such as legal advice, legal representation, case law, and pertinent sections of legal codes.

Retrieves data in various digital formats and applies knowledge of legal requirements and software manipulation to extract the information necessary for distribution in public records requests, subpoenas, and information requests.

May appear in small claims matters as a legal representative of the District when an attorney's representation is prohibited.

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.
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
Proper business English, punctuation, spelling, and composition
Legal vocabulary, terminology, writing, form, and style
Capabilities of computer hardware, systems, and applications common to a law office such as Lexis or Westlaw

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
Effectively utilize computer software typically found in a law office environment
Learn specialized computer applications

Education and Experience:

A. Graduation from a recognized law school approved by the American Bar Association.

OR

B. Graduation from a recognized four year college or university with a degree in paralegal, legal assistance, or a closely related field **AND** one year of full-time paid experience as a paralegal working under the supervision of an attorney.

For the class of Paralegal (Litigation) the qualifying experience must include one year in the specialization of litigation.

OR

C. Completion of a paralegal or legal assistant certificate program at an accredited college or university that is approved by the American Bar Association **AND** two years of full-time paid experience as a paralegal working under the supervision of an attorney.

For the class of Paralegal (Litigation) the qualifying experience must include two years in the specialization of litigation.

OR

Education and Experience: (Cont.)

- D. Graduation from high school or its equivalent **AND** four years of full-time paid experience as a paralegal working under the supervision of an attorney.

For the class of Paralegal (Litigation) the qualifying experience must include two years in the specialization of litigation.

Special:

Business and Professions Code Section 6450

Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing education courses shall meet the requirements of Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification.

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