



Career Service Authority

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Paralegal II

GENERAL STATEMENT OF CLASS DUTIES

Performs standard/intermediate level paraprofessional legal work assisting attorneys with full-range of legal support work such as research, analysis, drafting various legal documents, and providing full-range standard level paralegal assistance.

DISTINGUISHING CHARACTERISTICS

This is the second class of three level paralegal series. However, this is not a progressive series. This class performs standard/intermediate level paraprofessional legal work and is distinguished from the Paralegal I which performs entry-level paraprofessional legal work assisting attorneys with legal support work such as research and analysis, drafting of various legal documents, and providing basic paralegal assistance. The Paralegal II is distinguished from the Paralegal III which performs full-performance advanced level paraprofessional legal work assisting attorneys with legal support work that involves the full-range of advanced paralegal services by gathering and analyzing legal data, informing attorneys/management on the findings and recommending appropriate courses of action. The Paralegal II functions in the form of operational decision-making with patterned complexity; whereas the Paralegal III involves highly complex cases/matters involving attorneys which require process decision-making based on arguments and strategies where the consequences of errors are high. This class is also distinguished from the Investigative Legal Research Assistant, which handles the habitual criminal cases only.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Conducts research and studies in order to summarize laws, court decisions, and other legal authorities for use in the preparation of cases, transactional matters, opinions, pleadings, briefs, and other documentation. Investigates the facts of cases and ensures that all relevant information is considered.

Collects, compiles, organizes, and analyzes various data for use in reports and documentation. Prepares and presents written legal analysis, reports, and recommendations to attorneys.

Drafts complaints, affidavits, motions, interrogatories, and other pleadings connected with trial preparation and/or discovery.

Provides paraprofessional legal support services, manages case/matter documentation, facilitates open records requests and/or meetings and assists in transactional cases/matters.

Assists attorneys at depositions/trials in the preparation of motions, briefs, depositions, and pleadings. Provides immediate research and document retrieval when called upon during trial, provides litigation support to attorneys at depositions/trials, and hearings.

Assembles and prepares documentation/exhibits based on materials developed during the investigatory/discovery stage, checks legal citations by proofreading for substance and format including conformance with approved standards, and prepares witness and exhibit binders for deposition/trial.

Assists in administering contract preparation/execution, responds to client inquiries/communications and performs document management.

Provides support functions for document control, coordinating exhibits and witnesses during trials and hearings, and providing immediate research and documentation retrieval when called upon. Organizes and indexes case documentation.

Locates witnesses and interviews, subpoenas, assists attorneys in preparing for depositions/trials, and prepares witness statements.

Organizes and tracks case/matter documentation and ensures they are available and easily accessible to attorneys. Files documents in the proper filing system.

Assists in setting up case or transactional matter files and prepares requests and obtains necessary documentation.

Prepares exhibits for hearings or transactions and assembles and prepares trial notebooks, exhibits and/or standard closing documents.

Assists in the preparation and revision of routine contracts and responds to counter proposals and/or related documentations/exhibits. Prepares correspondence and legal documents requiring thorough knowledge of the Rules of Civil Procedure, Rules of Evidence, legal format, terminology, and procedures.

By position, performs lead work such as, provides work instruction, assists employees with difficult/unusual assignments, resolves problems encountered during daily operations and determines appropriate solutions.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy; maintains confidentiality.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Interpersonal Skills – Show understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Legal, Government and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Memory – Recalls information that has been presented previously.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Knowledge of federal and state trial procedures, discovery procedures and rules of evidence sufficient to be able to provide technical, legal, and civil investigation support for attorneys during trial preparation and at trial.

Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information and formulate logical recommendations.

Skill in the use of computer software, including word processing, spreadsheet, document management, electronic mail and database programs.

Skill in conducting legal research, including the use of Lexis, Westlaw, CD-Rom services, Internet services and library materials.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Vision: ability to see details at close range (within a few feet of the observer).

Working Environment:

Subject to varying and unpredictable situations

Subject to many interruptions

Subject to long irregular hours

Education Requirement:

Possession of Paralegal Certification/Degree from an accredited institution.

Experience Requirement:

2 years of full-time paralegal experience in a public or private law office, not including internships.

Education/Experience Equivalency:

Completion of one year of law school at an accredited institution may be substituted for the minimum education requirements.

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/08/2009

REVISED BY: Hameed Pousti

CLASS HISTORY: This class was revised into the new format during the Paralegal Class Maintenance Review.
8/2006 - Clarified the performance location of the classification by deleting the general term "legal department" and consistently specifying City Attorney's Office, District Attorney's Office or Career Service Hearing Office.
3/2009 - New class title created to replace the Paralegal.