



## Career Service Authority

Page 1 of 5

### Paralegal III

#### **GENERAL STATEMENT OF CLASS DUTIES**

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.

#### **DISTINGUISHING CHARACTERISTICS**

This is the third class of three level paralegal series. However this is not a progressive series. The Paralegal III performs full-performance advanced level paraprofessional legal work which 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 distinguished from Paralegal II, which 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. The nature of, and need for, analysis and/or judgment for the Paralegal III is formulative and in the form of process decision making; whereas the Paralegal II functions in the form of operational decision-making with patterned complexity.

This is a complex legal support work class which evaluates the relevance and importance of case law, legal theories, concepts, and principles in order to tailor them to develop a different approach/tactical plan to fit specific circumstances. Work involves performing the full-range of advanced paralegal support work such as performing research, informing attorneys/management on the findings, recommending appropriate courses of action and precedent cases upon which arguments and/or strategies may be based. The Paralegal III is distinguished from the Paralegal I, which performs entry-level paraprofessional legal work assisting attorneys with legal support work. This includes research, analysis, drafting various legal documents, and providing basic paralegal assistance. 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 in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Plans/determines the work processes including establishing the set of operational activities that needs to be used in conducting legal research, analyzing legal issues and/or matters, and recommending strategies based on the findings. Conducts legal/factual research including library and/or automated fact findings on a variety of legal topics such as precedents, ordinances, and applicable existing Federal/State case law.

Examines individual cases and/or matters by evaluating the various components of the cases/matters and conclusions that result in processes utilizing the application of known and established case law, legal theory, principles, conceptual models, professional paralegal standards, and precedents in order to determine their relationship to the cases and/or matters.

Evaluates the relevance and importance of case law, statutes and their applicability to specific legal cases/matters in order to formulate recommendations for approaches and strategies to resolve cases/matters or provide information to clients.

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

Assembles and prepares documentation and/or exhibits based on materials developed during the investigatory and/or 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 or transactional closings.

Identifies, locates and interviews expert-witnesses, assists in preparing witnesses for examination during depositions, hearings and trials, analyzes and digests deposition testimony, transcripts and appellate record.

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

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

Collects, compiles, organizes and analyzes various data for use in reports and documentation and prepares written legal analysis and recommendations. Prepares and presents reports and participates in the policy recommendation stage based on the research results.

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

Assists in setting up case/transactional matter files, prepares requests and obtains necessary documentation. Prepares exhibits to support the case/matter, assembles and prepares trial notebooks/exhibits and/or standard closing documents.

Manages exhibits/documents associated with complex cases/transactions, administrates contract preparation/execution of the complex transactions, and reviews documents, title work associated with complex closings,

Performs extensive emergency research, locating relevant points of law and other legal authority for attorneys currently in trial or involved in negotiations.

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, determines work priorities, develops work schedules to provide adequate coverage, documents performance, and provides performance feedback.

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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.

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## 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:***

3 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 requirement.

***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 Legal Research Assistant.