



Office of Human Resources Legal Research Assistant - DL1180

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General Statement of Duties

This class performs full performance level paraprofessional legal work for attorneys in the City Attorney's Office, District Attorney's Office, or Career Service Hearing Office providing technical paralegal assistance to attorneys in complex transactional matters and in the pre-trial, trial and appeal levels of complex litigation.

Distinguishing Characteristics

The Legal Research Assistant class performs full performance level paraprofessional legal work for attorneys in the City Attorney's Office, the District Attorney's Office, or the Career Service Hearing Office providing extensive technical and paraprofessional legal support utilizing considerable expertise in legal research, analysis and law office procedures in a particular area of the law practice. The Legal Research Assistant class is distinguished from the Investigative Legal and Appellate Legal Research Assistant classes by the diversity in paralegal practice: the Investigative Legal Research Assistant class researches habitual criminal cases; and the Appellate Legal Research Assistant class performs legal research, advises on trial strategies and prepares briefs and other documents for attorneys in diverse or complex areas of the law practice. The Legal Research Assistant class is distinguished from the Entry Paralegal and Paralegal classes by the level of practical knowledge/experience and diversity in paralegal practice; the Entry Paralegal class performs basic paralegal work and the Paralegal class researches and investigates progressively more difficult and diverse cases/matters than those assigned an entry-level paralegal.

Employees in the Appellate, Investigative and Legal Research Assistant classes assist attorneys in more complex litigation and/or transactional matters and are expected to demonstrate considerable expertise while performing a broad range of paralegal duties and responsibilities in situations involving diverse areas of the law and where the consequence of error is relatively high. Employees in the Entry Paralegal and Paralegal class assist with basic and routine litigation and transactional matters; application and discretion limited by practical knowledge/experience.

Level of Supervision Exercised

By position, performs lead work over paraprofessional and clerical staff.

Essential Duties

Provides factual and applicable legal research regarding laws, statutes and cases for trials and appellate proceedings in Federal and State Court.

Conducts legal research and prepares written legal analysis and recommendations; drafts a wide variety of legal and trial documents for attorney review; manages and controls exhibits and documents associated with cases and/or complex transactions.

Reviews and investigates matters related to legal cases and transactions; assists in identifying witnesses and in taking depositions; interviews witnesses, summarizes deposition testimony and prepares witness statements; locates, obtains and preserves material evidence and documents.

Assists attorneys in complex transactional matters such as construction, real estate, and municipal finance; review title work and surveys; prepares closing documents and other transactional documents; administers contract preparation and execution; handles closing of transactions, receives and responds to client inquiries and communications; document management; drafts revisions to the municipal code; and facilitates open records requests and meetings.

Evaluates and identifies relevant issues, selects and analyzes applicable statutory laws or cases and relates relevant law to issues to interpret and draft legal briefs, memoranda, motions and other legal documents; drafts complex pleadings, motions, affidavits, petitions, responses and other legal documents for trials and appellate proceedings in Federal and State Court.

Conducts discovery and digests issues by interviewing and/or investigating to determine information pertinent to a case or matter.

Creates and maintains a law library, including establishing research guides by subject matter and compiles appropriate materials for attorneys' use in referencing pertinent laws, statutes, cases and subjects.

Performs special research projects for attorneys in response to requests for formal and informal legal opinions and conducts civil investigations.

Organizes and tracks case and/or transactional documents and makes them available and easily accessible to attorneys.

Performs other related duties as assigned or requested.

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.

Competencies

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.

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.

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.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

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

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.

Knowledge & Skills

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.

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, formulate logical recommendations, and provide transactional support for attorneys.

Education Requirement

Bachelor's Degree in Paralegal Studies or a related field.

Experience Requirement

Three (3) years of paralegal experience providing technical support in legal research and analysis.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Subject to varying and unpredictable situations.
Subject to many interruptions.
Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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).

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: X-000

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: