



Office of Human Resources
Paralegal II - CL0367
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General Statement of 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.

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.

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.

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.

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

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

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 and formulate logical recommendations.

Education Requirement

Possession of Paralegal Certification/Degree from an accredited institution.

Experience Requirement

Two (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 & Certification

Licenses and certifications must be kept current as a condition of employment.

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

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: L-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: