



Office of Human Resources
Paralegal I - CL2140
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

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.

Distinguishing Characteristics

This is the first class of three level paralegal series. However, this is not a progressive series. The Paralegal I performs entry-level paraprofessional legal work which is distinguished from the Paralegal II, which performs standard/intermediate level paraprofessional legal work assisting attorneys with legal support work such as research, analysis, drafting various legal documents, and providing standard/intermediate level paraprofessional support in transactional, litigation cases and any other such matters as needed. The Paralegal I is distinguished from the Paralegal III which performs full-performance advanced level paraprofessional legal work assisting attorneys with complex 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 I is distinguished from the Legal Secretary that performs secretarial duties utilizing legal terminology, procedures, and documents. This class is also distinguished from the Investigative Legal Research Assistant, which handles the habitual criminal cases only.

Level of Supervision Exercised

None

Essential Duties

Reviews, analyzes, and identifies various documentation by conducting legal and factual research into various cases and/or matters. Prepares and provides materials, documentation, and reports on the research results.

Assists with the preparation of basic pleadings such as motions, summons, subpoenas, exhibits, resolutions and requests and responses to discovery and prepares other legal documents as requested or required. Provides litigation support to attorneys in various cases and/or matters such as depositions, trials and hearings.

Assembles and prepares documentation and/or exhibits based on materials developed during investigatory and discovery stages. Assists other Paralegals, at higher levels, with the preparation of witness binders for deposition and trial. Prepares exhibits for hearings including assembling and preparing trial notebooks and/or exhibits.

Assists with depositions and trials by preparing necessary documentation to commence, continue, or terminate proceedings as instructed.

Provides support functions for documentation control, coordinating exhibits and witnesses during trials and hearings, and provides immediate research and documentation retrieval when called upon. Arranges for documentation reproduction and maintains records of the related job functions.

Assists attorneys with interviewing clients, gathering, analyzing, and researching data such as statutes, decisions, legal articles, codes and regulations. Prepares drafts of written legal documents as necessary.

Assists with minimal investigation of facts to determine causes of action and assists in case preparation.

Assists in setting up case files, prepares requests and obtains necessary documentation.

Organizes and indexes case/matter documentation making it available and easily accessible to attorneys. Files legal documentation in the proper court or filing system.

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

Drafts contracts and other routine transactional documents and prepares exhibits and other attachments.

Facilitates open records requests and meetings.

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.

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

None

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
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: L-618
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: