

PARALEGAL

DEFINITION

Assists staff attorneys with legal research and prepares reports and legal documents.

TYPICAL DUTIES

Assists staff attorneys with legal research matters and case preparation by:

Using law library facilities and resources to investigate assigned subjects.

Developing data and preparing pleadings, reports, or memoranda that are related to problems assigned to study.

Preparing fact analyses and assembling complicated packages of documents and other materials.

Performs support duties for staff attorneys by:

Screening and/or responding to telephone requests for legal advice, legal representation, case law, pertinent sections of legal codes, District bulletins, etc.

Arranging for depositions, interviews, and meetings.

Drafting, editing, filing, and locating correspondence, legal opinions, and court decisions as requested.

Assisting in maintaining a docket and calendar to show the status of pending litigation, requests for legal opinions, and other matters, and reminding staff attorneys of deadlines for preparing litigation.

Filing litigation documents in court and preparing requests for warrants for necessary filing fees.

Taking minutes at meetings as necessary and preparing transcripts.

Preparing indexes, fact memos, and transcript and deposition summaries.

Participating in discovery and trial activities, including document and witness preparation.

Working with outside law firms, when required, to coordinate discovery and other matters with District staff.

Participating in the training of non-lawyer District staff.

Oversees and tracks expenditures, balances imprest and other legal accounts payable, and prepares reports case-by-case, by lawyer, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Paralegal assists staff attorneys with legal research, drafts reports and pleadings, and performs specialized and confidential support duties.

A Senior Paralegal assists staff attorneys with complex legal research and projects, drafts reports, memoranda, documents, and pleadings, and performs specialized and confidential support duties. In addition, a Senior Paralegal mentors and trains other paralegals and assists in various law office management functions.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

SUPERVISION

General supervision is received from the General Counsel, the Deputy General Counsel, an Associate General Counsel, an Assistant General Counsel, or a Senior Paralegal.

CLASS QUALIFICATIONS

Knowledge of:

- Library resources and methods of legal research
- Basic concepts, procedures, and formats required in civil and school law practices
- Legal terminology
- Office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Records and files organization and use
- Rules, regulations, policies, procedures, organization, and functions of the Los Angeles Unified School District
- Computers and software applications, including Word, WordPerfect, Access, Excel, Powerpoint, Adobe Acrobat, legal matter management software, and Lexis and/or Westlaw™

Ability to:

- Understand the litigation process and the legal concepts associated with specific legal teams (e.g., facilities, human resources)
- Write clear, concise reports
- Comprehend, analyze, and digest legal opinions, legislation, and legal publications
- Learn about legal processes, procedures, and the various legal services provided by governmental jurisdictions and private agencies
- Exercise initiative and sound judgment
- Use legal terminology, prepare legal documents, and follow legal procedures
- Set up and use legal opinion and subject files and library of legal publications
- Locate and identify legal opinions, court decisions, and legislation
- Work effectively with employees of the District, members; of the general public, students, parents, and representatives of other governmental jurisdictions
- Take instruction easily
- Be self-directed and capable of handling tasks without close supervision

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Certification as a Paralegal by a program approved by the American Bar Association is required. A Juris Doctor degree or equivalent from an American or California Bar Association accredited institution can be substituted for all the above educational requirements.

Experience:

One year of legal secretarial or paralegal experience. Six or more months experience in one or more of the following areas is highly preferable: a) construction/real estate; b) litigation; c) contracts/business services/information technology; d) human resources/ employee relations; e) special education/legal compliance; and f) school-district law.

Special:

All Paralegals shall be required to certify completion every three years of four hours of mandatory continuing legal education in legal ethics. Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. All continuing legal education courses shall meet the requirements of Business & Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
01-07-09
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