

SENIOR PARALEGAL

DEFINITION

Assists attorneys and other legal professionals with complex legal research, litigation, and transactional matters.

TYPICAL DUTIES

Drafts and files complex litigation documents (e.g., pleadings, answers, title searches, proofs of service, demands for indemnity, and due diligence statements) in court.

Reviews opposition filings and prepares draft responses with minimal supervision.

Supervises, trains, and mentors paralegals, secretarial, and clerical staff.

Manages a law office, including budget and financial data preparation.

Assists attorneys and other legal professionals with complex legal research matters and case preparation by:

Using law library facilities and resources to research 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.

Preparing trial documents for federal and State court.

Performs support duties for attorneys and other legal professionals 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.

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.

Handling small claims court matters as necessary.

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 Senior Paralegal assists attorneys and other legal professionals 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, secretarial, and other clerical staff and assists in various law office management functions.

An Assistant General Counsel I performs entry-level litigation and legal attorney work as a member of a legal team.

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

SUPERVISION

Supervision is received from the General Counsel, the Deputy General Counsel, an Associate General Counsel, an Assistant General Counsel II or other legal professional. A Senior Paralegal provides general supervision to Paralegals, secretarial, and other clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Legal resources and methods of legal research
- Trial preparation for civil litigation
- Superior and federal court procedures
- Basic concepts, procedures, and formats required in federal, State, civil, and school law practices
- Legal terminology
- Office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Records and files organization and usage
- 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,™
- Law office management
- Small claims court procedures
- Public Records Act

Ability to:

- Oversee and train paralegals, secretarial, and other clerical staff
- Manage law office, including the preparation of budgets and other financial reports
- Understand the litigation process and the legal concepts associated with specific legal teams (e.g., facilities, human resources)
- Write clear, concise reports
- Comprehend and analyze legal opinions, legislation, and legal publications
- Understand 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
- Work independently

Be self-directed and capable of handling tasks without close supervision

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Qualifying experience can substitute the college requirement on a year-for-year basis. Certification as a Paralegal or an associate's degree in paralegal studies from an accredited post-secondary institution, preferably by a program approved by the American Bar Association. 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:

Five or more years experience as a paralegal in one or more of the following areas is required: a) construction/real estate; b) litigation; c) contracts/business services/information technology; d) labor and employment; e) special education/legal compliance; and f) school-district law.

Special:

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.

SPECIAL NOTE

All Paralegals shall be required to certify completion every two 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.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
07-02-2020
JPK