

LITIGATION RESEARCH COORDINATOR

DEFINITION

Assists the General Counsel in special cases with the identification, acquisition, and analysis of potential evidentiary material and in the preparation of materials required for pretrial, trial, and appellate activities, including discussions with witnesses, as required in connection with litigation authorized by the Board. Researches and coordinates Public Records Act responses.

TYPICAL DUTIES

Assists in the acquisition and production of materials required for pretrial, trial, and appellate activities associated with litigation involving the District.

Assists in acquisition, production, and document control of information for Public Records Act requests and responses.

Meets with representatives of and serves as liaison between Office of General Counsel and staff of District, State, federal, and other agencies for purposes of litigation and legal support.

Prepares and coordinates the preparation of correspondence, research projects and reports, including the preparation of charts, graphs, exhibits, and other visual aids.

Assists in coordinating District communications with State, federal, and local governmental agencies such as the Office for Civil Rights and California State Department of Education.

Assists schools and offices, as needed, with the preparation and analysis of information requested by counsel, District staff or city, State, and federal agencies.

Organizes and maintains certain litigation files for the District.

Researches and analyzes legislation; prepares draft legislation and amendments to legislation as directed.

Writes legal opinions, articles, and letters.

Assists in the investigation and analysis of personnel and/or student-related matters in support of Public Record Act requests or litigation involving the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Litigation Research Coordinator performs special legal research regarding evidentiary and pretrial materials and advises on and responds to Public Records Act requests for the District.

An Assistant General Counsel acts as a member of a legal team to provide preventive legal counseling and informal dispute resolution and litigates matters as necessary.

A Senior Paralegal assists staff attorneys with complex legal research, projects, drafts reports, memoranda, documents, 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.

SUPERVISION

The Litigation Research Coordinator receives general supervision from an Associate General Counsel I or II. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, and practices of legal research
- Litigation process and legal concepts associated with litigation document production
- Litigation methods and procedures, legislative functions, and District and State legislative history
- Provisions of the California Education Code and other statutes related to public school administration
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Statistical techniques and methods appropriate for the analysis and graphic reporting of research findings

Ability to:

- Analyze legal opinions, legislation, and related State and federal law
- Communicate effectively with supervisors, co-workers, other District personnel, and city, State, county, and federal representatives
- Compose, comprehend, interpret, and communicate legal language, documents, concepts, and other written materials
- Communicate effectively and guide individuals and groups toward task accomplishment
- Observe and effectively utilize subordinates
- Communicate effectively orally and in writing
- Use the computer for the purpose of conducting research, compiling and analyzing information, and writing informatives and reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's Degree. Graduation from an accredited law school. Six years of experience in addition to that required and certification as a paralegal by a program approved by the American Bar Association may be substituted for the law degree.

Experience:

Four years of professional-level experience analyzing and making recommendations regarding litigation.

Special:

- 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.

New Class
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