

## CLASS SPECIFICATION



**CLASS:** Paralegal  
**ALLOCATION:** County Counsel's Office  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** Non-represented/Confidential

**ESTABLISHED:** February 2006  
**REVISED:** February 2024

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### **JOB SUMMARY:**

Under general supervision, provides a wide variety of paralegal expertise in legal research and legal document preparation related to County Government issues. This includes operations and litigation in accordance with policies, procedures, and federal, state and local laws; and performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is a paraprofessional classification with incumbents performing journey level paralegal duties in support of County attorneys or the operation of an assigned legal office. This class is distinguished from the Administrative Analyst I, in that incumbents apply the principles and practices of federal and state civil, constitutional, administrative, or criminal law with the principles, methods, and practices of legal research to draft or prepare pleadings, opinions, resolutions, ordinances, and procedures under the guidance of County attorneys.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Research and analyze criminal and civil law sources such as statutes, recorded judicial decisions, legal articles, legal codes, ordinances, and other such documents.
- Prepare legal documents and correspondence such as briefs, pleadings, appeals, motions, contracts, deeds, and drafts of legal opinions for review, approval and use by attorneys. Prepare and assemble reports.
- Prepare and proof legal documents such as briefs, petitions, motions, affidavits, and other documents for use by attorney. Coordinate and monitor assigned projects.
- Investigate facts and case law to determine causes of action and prepare cases accordingly.
- File pleadings and other documents with the court. Prepare affidavits of documents and maintain document files. Investigate status of cases, witnesses, or interested parties.
- Support legal case preparation. Read and review reports. Acquire background information for cases. Organize trial orders, schedules, and court filings. Contact witnesses, victims, attorneys and others associated with cases. Acquire and organize related reports, documents, and other background information. Interview witnesses, victims, and other participants in the legal process.
- Gather information for prosecution and litigation. Prepare written and oral reports for internal and external audiences. Track legal documents, and route to parties, attorneys and courts for processing.
- Assist attorneys in litigation and prosecution by tracking the course and deadlines of cases. Assist in trial preparation and at trials, hearings, deposition, and strategy meetings. Establish and maintain complex files related to criminal and civil cases.
- Draft pleadings, orders, discovery, correspondence, and subpoenas. Assist in drafting policies. Review and recommend procedure manuals.
- Communicate extensively with clients, opposing attorneys, court staff, interested parties, and County employees.
- Train and advise others in work procedures as needed.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or County motor vehicle.
- Uses standard office equipment, including a computer, in the course of work.

- May direct and review the work of support staff on a project, or on a day-to-day basis.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Federal and state constitutional, administrative, civil, and criminal law.
- County regulations, codes, and written directives.
- Legal concepts, terminology, phraseology, forms, documents, principles, procedures, and practices.
- Legal research techniques and reference materials.
- Federal, state, and local court processes and procedures.
- Basic principles of record keeping, case files, and records management.
- Personal computers utilizing a variety of software applications.

**Skill in:**

- Researching, analyzing, and applying legal principles, facts, evidence and precedents to legal issues.
- Organizing large amounts of data, facts, and research.
- Reading and understanding federal and state court decisions, statutes, regulations, and legal documents.
- Drafting legal documents and pleadings.
- Using sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships.

**Ability to:**

- Conduct legal research and prepare legal documents.
- Communicate clearly, concisely, and effectively, both verbally and in writing.
- Organize own work, set priorities, and meet critical deadlines.
- Use a computer with specialized software to perform legal research.
- Plan, direct, and review the work of others on a project or day-to-day basis.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Establish and maintain effective working relationships in a diverse work force and community.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time. Speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone. Independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment. Manual dexterity and sufficient use of hands, arms, and shoulders to repetitively operate a keyboard and to write. Ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.

Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Meet mandatory continuing education requirements pursuant to California Law, Business, and Professions Code, Section 6450 (d).
- Typing at a net rate of 40 wpm.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** A certificate of completion of a paralegal program approved by the American Bar Association.

**OR**

A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester units, or equivalent, in law-related courses. The institution must be accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

**OR**

A Baccalaureate Degree or an advanced degree and a minimum of one year of law-related experience including researching legal issues and drafting legal documents under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years, or who has practiced in California courts for at least the preceding three years.

**PREFERRED:** In addition to the above minimum requirements, up to four additional years of experience in a law office performing legal research and document preparation.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC:

WC:

Established: February 2006

Revised: February 2024