



**Title: Paralegal**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to provide paralegal support for staff attorneys. This is accomplished under the direction of legal counsel by conducting legal research, analyzing and interpreting findings to the attorneys, preparing summaries and presentations, managing cases, preparing contracts, agreements, proposal requests for review, and maintaining documentation. Other duties include performing administrative support tasks.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Prepares records and legal documents by drafting, reviewing, editing, and tracking documents and contracts, coordinating contract preparation with contract administration staff, verifying necessary documentation is available and contracts are in accordance with applicable requirements, conducting legal research, drafting correspondence to opposing counsel and simple motions, summarizing discovery documents, medical records and depositions, and photocopying legal documents and distributing accordingly.
2	S	Maintains calendar by information tracking and reporting, creating and updating lists, reviewing and updating discovery timelines for legal calendars, adjusting extensions in the legal calendar, tracking all issue papers, creating agenda lists for attorneys, coordinating responses to records requests, and monitoring calendar contract expirations.
3	S	Prepares cases for attorneys by researching, assisting with the interpretation and application of laws relating to legal writing, reviewing local, civil, and federal court rulings, and creating exhibits.
4	S	Coordinates the witness interview process by establishing lists of potential witnesses, locating and investigating witnesses, reviewing witness questionnaires and statements, and interviewing witnesses.
5	S	Assists in ensuring compliance with subpoenas served to the District by reviewing and researching the legal compliance of subpoena issued, and researching applicable laws regarding the timelines.
6	S	Performs administrative support by indexing legal documents, processing completed correspondence for mailing, notarizing documents, training and reviewing Administrative Assistant's work as requested by attorney.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Paralegal Studies or as described and authorized in California Business and Professions Code § 6450(c).</p> <p>Substitution of experience for the required education set out in California Business and Professions Code § 6450(c) is not accepted.</p>
Experience	A minimum of three (3) years of administrative experience involving the preparation and processing of legal documents.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Applicants must either possess a Paralegal Certificate or must demonstrate compliance with at least one of the other methods for demonstrating their paralegal status set on in the California Business and Professions Code § 6450(c).



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• English usage, grammar, spelling, and punctuation.</li><li>• Notary commission and signing requirements.</li><li>• Legal calendaring software.</li><li>• Legal research techniques.</li><li>• Applicable rules and laws regarding different types of legal documents.</li><li>• Methods of legal research.</li><li>• Corporate signing requirements, procurement ordinance, basic contract law, and service of process statutes.</li><li>• Contract specification requirements.</li><li>• Computer-based legal research software.</li><li>• FTA lobbying requirements.</li><li>• Applicable rules, laws, and legal principles and concepts.</li></ul>
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software</li><li>• Specialized software related to functional area</li><li>• Organize information clearly and precisely.</li><li>• Effective communications and cooperative working relationship with others in the District.</li></ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Maintain law library.</li><li>• Learn District Legal Division procedures.</li><li>• Learn District Conflict of Interest Code.</li><li>• Learn District and departmental operating policies, procedures, systems, methods, and tasks.</li><li>• Plan, organize, develop, and supervise the projects for timely completion and attorney review.</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary <b>X</b>	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices/office equipment; around work site
Lifting	F	Files; supplies
Carrying	F	Files; supplies
Pushing/Pulling	O	Files
Reaching	F	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard; calculator; telephone pad
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	O	Stairs
Balancing	R	On ladders; on step stool
Vision	C	Driving; reading; computer screen
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, copier, digital sender, fax machine, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

## **CLASS HISTORY**

Adopted: 11/84  
Revised: 03/09, 08/17  
Title Change:  
Maintenance  
Update:  
Abolished:  
Job Key: 41000110