



Title: Senior Paralegal

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to assist attorneys with preparation of legal documents. This is accomplished under the direction of Legal Counsel by researching complex legal issues, drafting correspondence and pleadings, and preparing and reviewing contracts, agreements, and proposals. Other duties include completing various clerical duties and preparing summaries.

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, drafts, and tracks contracts by assisting in the preparation of contracts, real estate agreements, issue papers, ordinance, and other legal documents, reviewing proposals, conducting legal research, drafting responses to discovery, summarizing records and depositions, and drafting simple motions.
2	S	Tracks and records information by creating and maintaining lists on pending contracts, resolutions, contract calendars, and other legal documentation, coordinating conflict of interest code updates, indexing legal documents for cases, maintaining calendars, processing completed correspondence and legal documents for mailing, reproducing color prints and photos, and reviewing assignments given to the supporting staff.
3	S	Researches, interprets, and applies laws related to legal writing by researching local court rules, applying procedural laws for use in preparation of cases for attorney review, and studying civil and federal court rules.
4	S	Locates and interviews witnesses by reviewing witness questionnaires, researching databases of witnesses, evaluating potential witnesses, and conducting phone interviews.



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 four (4) years of administrative experience involving the preparation and processing of legal documents.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. 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).



KNOWLEDGE
<ul style="list-style-type: none"> • English usage, grammar, spelling, and punctuation. • Notary commission and signing requirements. • Methods of legal research. • Legal research techniques. • Applicable rules and laws regarding different types of legal documents. • Corporate signing requirements, procurement ordinance, basic contract law, and service of process statutes. • Contract specification requirements. • Federal Transit Authority lobbying requirements. • Civil and federal court rules, discovery rules, court timelines, format requirements, locations and business hours. • Filing of legal documents with the appropriate court department.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Learn District Legal Division procedures. • Learn District Conflict of Interest Code. • Learn District and departmental operating policies, procedures, systems, methods, and tasks. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Communicate effectively with coworkers on projects. • Establish and maintain cooperative working relationship with others in the District. • Locate and apply correct rules, laws, and legal principles. • Understand legal concepts. • Plan, organize, develop, and supervise the projects for timely completion and attorney review. • Maintain Law Library



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	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 Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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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	F	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	F	Supplies; equipment; files
Pushing/Pulling	F	File drawers
Reaching	C	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	O	Under equipment; inside attics/pipes/ditches
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	C	From computer to telephone; getting inside vehicle
Climbing	O	Stairs
Balancing	R	On ladders; on step stools
Vision	C	Reading; computer screen; driving
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-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:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
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)	N/A

(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: 41000155