



October 2018  
FLSA: NON-EXEMPT  
CLASS CODE: 32067

## PARALEGAL

### DEFINITION

Under general direction, assist Court attorneys in providing legal services in the areas of administrative, civil or criminal law; provides technical support for Self-Help Programs, the Family Law Facilitator's Office, and/or other Court-based programs; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This is a journey-level classification responsible for performing the full range of paralegal functions under general direction. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is responsible for providing paraprofessional legal assistance to assigned attorneys; assisting self-represented litigants to complete legal forms; and providing relevant legal services for self-represented litigants.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides plain language information and educational materials to the public regarding court rules and procedures, including preparation for hearings and trials; screens cases; conducts self-help workshops; reviews court documents with self-represented parties and explains legal requirements and options; prepares legal documents for litigants; provides guidance to self-represented litigants to help them complete their legal forms and documents; creates and distributes sample legal documents and templates to self-represented parties.
- Provides administrative support and paralegal assistance by drafting and preparing legal documents such as subpoenas, writs, petitions, answers, motions, and judgments.
- Reviews legal documents and forms for completeness and procedural compliance with applicable legal requirements.
- Responds to email requests for assistance and written correspondence from incarcerated litigants.
- Prepares child support and/or spousal support documents and calculations based upon statutory guidelines.
- Performs other duties as assigned.

### QUALIFICATIONS

**Knowledge of:**

- Court procedures, laws and rules.
- Legal research techniques.
- Investigation and interview techniques.
- Legal terminology, court operations; courtroom etiquette and conventions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, witnesses, technical experts, investigators, attorneys, and Court staff.

**Ability to:**

- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Demonstrate patience in working with and explaining law and procedure to litigants of all levels of education and experience.
- Maintain confidentiality of Court documents and records.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Completion of a paralegal program approved by the American Bar Association and one (1) year of paralegal experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess

the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.