



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

PARALEGAL

Office: Multiple
Status: Non-Exempt – General Unit
Grade: 8

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: None

DEFINITION

The Paralegal (PL) assists with case planning, development, and management, legal research, interviews clients, gathers facts and retrieves information, drafts and analyzes legal documents and collects, complies and utilizes technical information, to make recommendations to an attorney.

MAJOR DUTIES & RESPONSIBILITIES

1. The PL drafts legal documents, formal discovery requests, notices, interrogatories, motions and summaries of depositions.
2. The PL assists with locating and contacting witnesses, arranges for the interview and evaluation of witnesses, drafts witness declarations in proceedings and pretrial statements and assists with the preparation of witness testimony.
3. The PL may compile and organize trial notebooks, exhibits and files and coordinate the scheduling of witnesses, assists attorneys with witness issues, exhibits and note taking at State Bar trials.
4. The PL drafts formal discovery requests and responses, including special interrogatories, requests for admissions, production demands, deposition notices and motions to compel for the attorney
5. The PL may analyze records and disciplinary files and make recommendations to the attorney as to the disposition of files.
6. The PL performs legal research including statutory and case law and drafts forms, research memoranda, proposed rules, orders and other documents.
7. The PL may prepare summaries of depositions and court transcripts and witness testimony.
8. The PL may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

PARALEGAL

Generic

1. Basic principles, concepts and methodology of legal proceedings and legal research.
2. Within the introductory period, obtain a working knowledge of State Bar Law, Rules of Conduct and procedures as they apply to the performance of major duties and responsibilities of the position.
3. Knowledge of attorney client relationships applicable to the performance of major duties and responsibilities of the position.
4. Principles of legal writing.
5. Problem identification, analysis and evaluation.
6. Principles of effective writing and verbal presentation.
7. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
8. Computerized information and database record keeping systems.
9. Computer information systems, including personal computer applications, work processing and spreadsheets.
10. Knowledge of Westlaw or other computerized legal research system(s).

ESSENTIAL ELEMENTS / ABILITY TO

1. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
3. Communicate clearly and effectively in person and in writing.
4. Digital dexterity to assemble, retrieve and replace files.
5. Communicate by telephone.
6. Endure prolonged periods of sitting.
7. Speak clearly and articulate messages.
8. Travel by air and automobile as required.

MINIMUM QUALIFICATIONS

1. Bachelor degree, or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position, and
2. Completion of an approved paralegal program and
3. Minimum two (2) years experience as a paralegal.
4. Successful completion of the State Bar validated standard tests for the position.
5. Accomplished computer keyboarding skills.

Revised October 2012