

Paralegal

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	4	Non-Exempt
NATURE OF WORK			
This level of the Legal Series is responsible for providing legal support to staff. Responsibilities may include: maintaining case files; conducting legal research; and reviewing and preparing legal documents including trial exhibits and court presentations.			

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY	BAND/ GRADE
1.	Drafts a variety of legal documents and correspondence which, depending on area of assignment, may include: orders, motions, pleadings, briefs, appeals, contracts, deeds, drafts of legal opinions, requests, warrants, restraining orders, terminations, discoveries, interrogatories, subpoenas, and/or other applicable documents.	Daily 30%	B2
2.	Conducts legal research; prepares summary documentation; organizes research findings and submits to appropriate individual(s).	Daily 30%	B2
3.	Prepares, files, and disseminates a variety of correspondence and documents to applicable parties regarding legal issues; audits and maintains files in compliance with applicable laws and regulations.	Daily 20%	B2
4.	Provides information and responds to inquiries regarding legal procedures.	Daily 10%	A1
5.	Performs general administrative duties such as screening and directing phone calls, providing information to visitors, managing mail.	Daily 10%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS
Responsibilities typically require adaptation of procedures, processes, tools, equipment and techniques to meet the specialized requirements of the position.

DIRECTION RECEIVED
Incumbents apply procedures and standards to specific situations, and work under general supervision.

DIRECTION PROVIDED
Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS
Associates degree in related field; two years paralegal or related experience; or equivalent combination of education and experience.

Paralegal

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Paralegal Certificate.

KNOWLEDGE REQUIREMENTS

- Applicable Federal, State, and local laws and regulations;
- Legal terminology;
- Customer service procedures and processes;
- Filing and recordkeeping procedures and processes;
- Report preparation procedures and processes;
- Court procedures and processes;
- Departmental functions, policies, and procedures;
- Computers and applicable software applications.

SKILL REQUIREMENTS

- Applying applicable Federal, State, and local laws and regulations;
- Preparing legal documents;
- Organizing and maintaining legal files and records;
- Preparing correspondence, memos, and/or other related information;
- Reviewing and organizing data and information;
- Operating computers and applicable software applications;
- Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2022	Draft prepared by GBS (MZ)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.