

2302GE PARALEGAL TRAINEE

2303GE PARALEGAL

DEFINITION

Under direction, assists attorneys in the preparation of cases for trial and hearing matters; prepares exhibits and witnesses for trial; analyzes existing information regarding the case at hand; researches and interprets pertinent case law; researches and develops the content of legal documents; performs other duties as required.

CLASS CHARACTERISTICS

Positions allocated to this series perform paraprofessional legal assistance at various levels from trainee to journey. Incumbents are under the direction of and provide assistance to one or more attorneys engaged in administrative, civil or criminal law in the County Counsel, District Attorney, Public Defender and Department of Child Support Services.

Paralegal Trainee is the entry/trainee level in this series. Under the close direction of an experienced paralegal and an attorney, incumbents perform a wide variety of paralegal duties. Positions are not budgeted at this level, and there is no permanent status in this class. Incumbents who do not promote to Paralegal at the end of the one year probationary period will have failed probation.

Paralegal is the journey level in this series. Under the direction of an attorney, incumbents perform a wide variety of progressively more complex paralegal duties. Positions are budgeted at this level and temporarily classified for training to Paralegal Trainee for a maximum of one year.

Paralegal differs from Law Clerk in that the latter requires more comprehensive legal training that qualifies them to perform duties similar to a junior attorney. In addition, Law Clerk positions are filled on a temporary basis for a short duration.

EXAMPLES OF DUTIES

1. Review, summarize and respond to legal pleadings.
2. Direct preparation of subpoenas and assure witness compliance.
3. Coordinate pre-trial case preparation.
4. Attend court and direct preparation of court orders by office support staff
5. Analyze elements of cases to identify legal questions.
6. Research authorities and pertinent cases on specific points of law.
7. Prepare points and authorities in support of case.

8. Prepare legal documents, prepare and refine content and language of pleading, affidavits, declarations, motions, discovery and other legal documents.
9. Locate and conduct interviews with parties and potential witnesses and advise attorney of appropriate action based on the information obtained in the interview.
10. Arranges and attends with attorneys, investigators and/or expert witnesses, evidence examinations.
11. Assists attorneys in trial (formulation of juror questionnaires, jury selection proceedings, coordination of witness appearances at trial).
12. Represent the County in hearings such as, Workers Comp, Unemployment Appeals, Bankruptcy, etc.
13. Negotiate case resolution in plea agreements, payment agreements, compromise and release settlements, license releases, etc.

MINIMUM QUALIFICATIONS

License Required

Some positions may require possession of a valid California Driver License, Class C or higher, by date of appointment

Ability to

Prioritize caseload to meet deadlines;

Extract and organize information from diverse, complex and obscure sources;

Listen and communicate effectively;

Work cooperatively in groups and demonstrate leadership skills when appropriate;

Produce clear and concise documents.

General Knowledge of

Civil and criminal legal processes;

Principles, concepts and methodology of legal research, discovery and fact investigation;

Legal principles and practices;

Legal terminology;

Principles of legal writing;

Content and language requirements of legal documents;

Investigative interviewing techniques;

Effective interviewing techniques.

Experience/Education

Paralegal Trainee:

Possession of a California Accredited Paralegal Certificate or successful completion of a Certified Paralegal Program approved by the American Bar Association.

OR

One year of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Three years of legal office support experience such as Attorney Clerk II, Senior Family Support Officer, Investigative Assistant, Senior Legal Secretary, etc. for the County of Orange.

Paralegal:

One year as a Paralegal Trainee with the County of Orange.

OR

Possession of a California Accredited Paralegal Certificate or successful completion of a certified paralegal program approved by the American Bar Association AND one year of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Two years of experience in a law office performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum qualifications relevant to the specific assignment.

OR

Four years of legal office support experience such as Attorney Clerk II, Senior Family Support Officer, Investigative Assistant, Senior Legal Secretary, etc. for the County of Orange.

Education Substitution

Legal/Paralegal courses or training may be substituted for up to one year of the required experience at the rate of three semester units or the equivalent equaling one month of experience and one hour of job-related training equaling one hour of experience.