

PARALEGAL

Definition:

Under supervision of a licensed attorney, to assist in the preparation and management of a variety of legal cases.

Distinguishing Characteristics

This is the first level of the two level paralegal series. The Paralegal performs a variety of routine legal tasks under the supervision and specific delegation of an attorney licensed to practice in California. It is distinguished from the Senior Paralegal which has lead responsibilities. Advancement to Senior Paralegal is considered on a merit basis and is subject to recommendation of the Department Head and approval by the Director of Personnel.

Essential Functions:

- Prepares a variety of documents, which includes: letters, memos, court pleadings, reports, agendas, requisitions, task orders, change orders, notices, and/or other related correspondence.
- Conducts legal research; prepares summary documentation; organizes research findings and submits to appropriate individual(s).
- Administers, coordinates, maintains, and monitors filing systems and an in-house law library.
- Files and retrieves a variety of documents with/from various courts.
- Maintains legal case files.
- Responds to requests for information and/or inquiries from interested parties.
- Represents department before administrative agencies as permitted by statute, court rule or administrative rule or regulation.
- Performs other duties of similar nature or level as required.

Employment Standards:

A certificate of completion of a paralegal program approved by the American Bar Association.

OR

A certificate of completion of a paralegal program at, or a degree from an accredited postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses.

OR

A baccalaureate degree or an advanced degree in any subject, one (1) year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for the preceding three years or who has practiced in the federal courts of California for the preceding three years, and a written declaration from the attorney stating that the applicant is qualified to perform paralegal tasks.

OR

High School Diploma, G.E.D. or equivalent, AND three years of the same training, experience and verification as described in 3 above. Experience and training must have been completed by December 31, 2003.

Some positions may require possession and maintenance of a California Notary Public Commission.

Knowledge of: document preparation techniques; standard office procedures and equipment; filing techniques; research techniques; paralegal methods and practices.

Skill in: using computers and related software applications; handling confidential materials; drafting and analyzing legal documents; handling multiple tasks simultaneously; preparing a variety of correspondence and documents; filing; organizing information; conducting legal research; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.