



PARALEGAL

FC: 000092
PG: 710
FLSA: Non-Exempt

PC: 710
BU: 91 (NR)
November 2015

DEFINITION

Under general supervision, provides advanced level paralegal support including retrieving legal sources, verifying legal citations, investigating facts and claims, preparing various documents, including investigation summaries, and provides advanced level administrative assistance to litigation attorneys handling labor and employment claims; prepares and maintains files, prepares discovery and other legal documents and performs related work as assigned.

CLASS CHARACTERISTICS

This class provides advanced journey level paralegal professional and administrative support to litigation attorneys in the Office of the General Counsel who handle labor and employment claims. This position requires specialized, technical or functional expertise within the area of assignment. This class is distinguished from other administrative classifications in that the work focuses on investigating facts and providing litigation support.

REPORTS TO:

This position reports to the Associate General Counsel.

EXAMPLES OF DUTIES

1. Assists in retrieving legal sources and verifying legal citations to law sources such as statutes, recorded judicial decisions, legal articles and treaties.
2. Reviews and prepares legal documents for filing with the court including citation and fact checking of pleadings. Prepares discovery including drafting interrogatories and requests for production of documents and investigation and preparation of discovery responses.
3. Organizes documents and coordinates document productions by number stamping, redaction, duplication and indexing of documents; Sets up and maintain files which are organized chronologically, numerically and/or by subject matter.
4. Under the guidance of an attorney, categorizes documents by subject matter, prepares a chronology of facts and creates production charts.
5. Conducts various document searches and factual research by creating and maintaining internal case databases, runs searches on internal and external document databases and

systems, culls relevant information from a variety of resources such as newspapers, magazines, libraries, case documents and trade associations.

6. Prepares witness and matter materials for case preparation by organizing all relevant materials and documents for attorney review and case preparation.
7. Under attorney supervision, gathers and prepares documents relevant to the deponent, organizes exhibits, takes notes and handles exhibits during the deposition and summarizes transcripts.
8. Pulls relevant documents, proofreads papers, organizes exhibits and creates document indices in preparation for motion filing.
9. Works with attorneys in the preparation and filing of court documents. Creates, binds and distributes both file and courtesy copies. Organizes the briefs, exhibits and appendices.
10. Acts as liaison between the Office of the General Counsel and internal departments including, without limitation, Labor Relations and Human Resources, as well as with outside agencies investigating factual allegations and developing responses. Oversees the progress of documents through any support departments, orders transcripts from reporting services and fulfills requests from outside counsel and others.
11. Prepares the attorneys for trial by organizing exhibits, files and all other supporting documents, coordinates trial set-up and logistics, assists attorneys in mediations, hearings, arbitrations and in court by taking notes, handling exhibits, and marking documents referred to by counsel, assists in the preparation of witness testimony and serves as liaison between trial attorneys and in-house staff.
12. Coordinates calendars and schedules court dates, meetings and appointments for assigned staff. Creates and maintains files.
13. Assists in the preparation of reports, correspondence and directives.
14. Updates legal periodicals as assigned.
15. Performs other administrative duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal office procedures, terminology and document preparation
- Legal research procedures
- Court filing procedures
- Principles and practices of employment law and labor relations
- Advanced office administrative practices and procedures, including independent business letter writing, and the operation of common office equipment, including use of standard legal computer software
- Record keeping, independent report preparation and filing methods
- Correct English usage, including spelling, grammar, punctuation, and vocabulary

Skill in:

- Advanced ability to plan, coordinate, document factual research and investigate facts
- Research cases, decisions and other materials in a legal library
- Proofread materials for accuracy and compliance with policies and procedures; use

initiative and independent judgment within established guidelines

- Demonstrate leadership skills
- Use tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work
- Compose correspondence independently or from brief instructions
- Set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction
- Prepare complex litigation documents
- Strong organizational, interpersonal, communication, writing and presentation skills
- Create and edit documents in Microsoft Word, including formatting

MINIMUM QUALIFICATIONS

Education:

Associate Degree in legal, business administration, or public administration fields or a closely related field from an accredited college.

Experience:

Two years of verifiable full time paralegal experience in a legal office litigation environment, within the last five years, in the United States. Paralegal work involving labor and employment claims is desirable.

Other Requirements:

Paralegal certification or completion of one year of law school from an accredited institution.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. Associate Degree or higher is preferred.

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