

Job Classification Specification

Job Description for Senior Paralegal

Description effective as of October 22, 2013

Under general direction, provides professional legal support service to attorneys in the form of legal research, drafting of legal and business communications, and assisting in the file preparation for trial.

TYPICAL TASKS

Note: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Performs legal research under the direction of an attorney; gathers information regarding laws, ordinances, regulations, court decisions and similar materials.
- Prepares summaries of research results and conclusions.
- Interviews various clients and witnesses and researches facts to obtain necessary information.
- Drafts legal documents and correspondence.
- Review information and make recommendations on filing legal actions.
- Explains procedures, regulations and policies to attorneys, clients and the public; plans and presents law-related educational programs.
- Acts as liaison between clients and other parties to a legal dispute.
- Attends and assists at trials, depositions, hearing and other meetings.

INDEPENDENCE AND DECISION-MAKING

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality, and timeliness of outcomes.

COMPLEXITY AND PROBLEM-SOLVING

Must find solutions to modestly technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

REQUIRED QUALIFICATIONS

BA/BS with two to four years of experience; job generally involves comparisons, verifications, reconciliations, compilations, and such; knows the end product needed and where to send and receive information and materials to fulfill responsibilities.