

COURT PARALEGAL

DEFINITION

Under general direction, to review legal documents and forms for completeness and procedural compliance to specific requirements set forth in applicable California codes; collect information from parties and the court and performs routine legal research to assist Court Staff Attorneys in determining appropriate legal procedure; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a support classification which provides a varied range of technical legal assistance to one or more attorneys engaged in administrative, civil, or criminal law. Work performed is under the general direction and technical review of an attorney. This class differs from the Court Legal Research Assistant class in that the Court Legal Research Assistant is assigned more technical and complex tasks and requires more comprehensive legal training and experience in preparation for an entry level attorney position.

REPORTS TO

A Judicial Officer, Senior Court Staff Attorney, or other Court management staff, as warranted by job assignment.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification, although some responsibilities for providing direction or coordination for other staff may be exercised, depending on the nature of the individual assignment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides administrative support and paralegal assistance by drafting legal documents i.e. motions and affidavits for self represented parties; collects information from parties and the court for routine legal research in order to assist attorneys determining appropriate legal procedure; provides information and educational material to the public regarding Court rules and procedures, reviews court documents with self-represented parties and explains to them legal options; screens cases and refers them to outside agencies, if necessary; distributes legal documents to self-represented parties; assists self-represent parties with preparation of documents; prepares support documents and calculations based upon statutory guidelines under the direction of an attorney; maintains ongoing statistics and prepares periodic reports; performs community outreach activities to inform the public of the self help services offered by the Court; and provides legal services to other offices, operations or divisions of the Superior Court.

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Superior Court of California
County of San Francisco

Class Code: 441C
Date Established: 6/15/10
Date Last Revised:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Criminal, Constitutional, Civil, and Administrative Law.
- California codes and statutes applicable to criminal and civil law.
- Procedures and legal terminology applicable to the preparation, acceptance and processing of documents.
- Legal research methods.
- Interviewing techniques.
- Regulations and procedures governing the maintenance and disclosure of public records.
- Office administrative practices and procedures.
- Correct English usage, including spelling, grammar and punctuation.
- Principles and practices of customer service and telephone etiquette.
- Computers and software used in professional legal work.

Ability to:

- Understand, interpret, explain and apply detailed, specialized information, including codes, rules, policies, procedures, forms and legal terms in carrying out job assignments accurately and efficiently.
- Read, interpret, explain and apply statutory and legal requirements applicable to the investigation and preparation of probate claims and processing of documents.
- Read and understand legal documents and verify accuracy completeness and authenticity of signatures and documents.
- Interpret judicial orders correctly and explain case and procedural information accurately and precisely to litigants, attorneys and other agencies.
- Perform legal support and legal research work.
- Analyze facts and apply legal precedents and principles to assigned legal review and research work.
- Communicate effectively both orally and in writing.

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- Prepare and present reports.
- Operate a computer and use appropriate software in the performance of professional legal work.
- Effectively represent the Superior Court of California, County of San Francisco with the public, petitioners, law enforcement agencies, and other government jurisdictions.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of an accredited paralegal training program or three (3) years of experience researching and drafting a variety of legal documents, preferably supplemented by coursework in legal office practices and business law.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.