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.