



GENERAL DESCRIPTION OF CLASS

The PARALEGAL, under the direction and supervision of an attorney, researches legal precedent, statutes, decisions, legal articles, codes and documents; investigates facts and prepares legal documents. They do research and other related work to support legal proceedings, formulate a defense or initiate legal action.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series. The class is the technical support level to professional attorneys, and works independently. Work requires the application of legal processes and procedures.

This class requires analysis and complex decision-making rather than clerical and administrative duties such as calendaring, records maintenance, docketing, and office management.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:

1. Court, Case and Hearings Preparation

Analyze and interpret legal documents (such as motions, orders, interrogatories, depositions, requests for admissions, and pleadings) and financial documents (such as personal and corporate bank records and accounts, and business bookkeeping records) to decide affected parties, proper language and exhibits to be used in written legal statements of the facts.

Review case files for sufficiency of documentation and obtain additional materials. Prepare for litigation by establishing time and location of depositions, preparing subpoenas, collecting and organizing relevant documents, outlining deposition questions, summarizing proceedings, identifying key legal issues, and preparing and organizing exhibits.

Work with clients and representatives of the opposing party regarding pertinent case records and case status in order to gather necessary documents during the legal discovery process for submission at hearing for complex cases; constructs and manages computerized litigation support database. Assist in preparation of trial, appellate review, or administrative hearings by reviewing, organizing, indexing documents and managing document flow. Maintain and update casebooks and casefile logs. Attend attorney, client or third party and other case-related meetings and write memoranda recording discussions. Prepare legal correspondence for own signature or signature of attorney. Prepare status reports and calendars; monitor for litigation process deadlines to ensure timely action (i.e. document filings with the court) by both attorneys and themselves. Locate, interview, ensure availability, and prepare witnesses (including expert) for litigation purposes.

2. Legal Or Legislative Research

Prepare legal arguments for attorney use in filing briefs and responses to complex cases (such as Board of Parole Disciplinary Review, Habeas Corpus, Post-Conviction). Research statutory legislative history, administrative rule, and case law by analyzing issues, summarizing cases, and

drafting legal documents or memoranda based on the research. Assist with Public Records Orders by researching issues, indexing orders, responding to inquiries, reviewing of client records for confidentiality and revising manuals.

Review legislative bill drafts, committee minutes and exhibits, tape recordings of committee hearings and floor debates, federal house and senate committee reports and hearing records, state laws and journals, the federal congressional record and other relevant documentation. Analyze and summarize results and conclusions at attorney request.

3. Writing and Reviewing Legal Documents:

Examine the records of opposing parties to identify and acquire those that support the client's case. Write document requests and designate relevant documents. Answer interrogatories and locate, review, and segregate documents to be produced at discovery process of litigation by writing objections to document requests, and reviewing and identifying documents; provide for production and delivery of documents to the opposing parties.

Review, analyze, and draft subpoenas, interrogatories, pretrial orders, stipulations, findings of fact, opinions, petitions, responses to subpoenas, responses to motions, and other legal documents. Read and summarize arguments in opponents' pleadings, memoranda, and briefs; summarize, digest, and code transcripts from trials and other proceedings; assist with formal and informal opinions by researching issues and drafting opinions, cite-checking, and proofreading opinions. Prepare opinion synopsis, and respond to internal and external customers about opinions. Compute legal fees, interest and other costs for preparation of cost bills, judgments, and other legal documents.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person and telephone contact with clients, representatives of opposing parties, court officials, witnesses, and consultants regarding case development, coordination, and closure activities.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an attorney or manager. They also receive functional supervision and direction from an attorney responsible for a specific case, program, or project. Work is reviewed for overall results through periodic progress reports or meetings with supervisor. Work must comply with established court and other legal deadlines, guidelines, policies and procedures, and legal standards and ethics.

GENERAL INFORMATION

Positions require the willingness to travel in state, including occasional overnight trips, and the willingness to occasionally work long days and weekends. Some positions may occasionally require the willingness to work out of doors.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Legal terminology, principles, systems, and processes.
Legal codes, court procedures, precedents, government regulations, executive orders, and the democratic political processes.
Administrative and clerical procedures and systems such as word processing systems, filing and records management systems, forms design principles and general office procedures and terminology.
Typical office software applications used in legal offices.

General knowledge of:

Legal policies, procedures and operations typical to law offices.
Principles, concepts, and methodology used in legal research.
Legal time constraints and deadlines imposed by law.
Methods and procedures of discovery and trial.
Principles and standards of legal ethics.

Basic knowledge of:

Principles and processes involved in business and organizational planning, coordination and execution such as, resource allocation and production methods.
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Skill to:

Identify, evaluate, and extract pertinent information from a wide variety of sources and documents.
Use appropriate judgment to analyze complex issues and identify alternate courses of action based on the analysis.
Write clearly and concisely; using correct grammar, syntax, and spelling.
Communicate effectively, orally and in writing according to the needs of the audience.
Use logic and analysis to identify the strengths and weaknesses of different approaches.
Talk to others to effectively convey information.
Find ways to structure or classify multiples pieces of information.
Bring others together and try to reconcile differences.
Reorganize information to get a better approach to problems or tasks.
Prepare legal documents typical to the assignment.
Evaluate information against a set of standards and verifying that it is correct.
Combine, evaluate and reason with information and data to make decisions and solve problems.
Decide the relative importance of information and choose the best solution.
Apply general rules and laws to specific problems to decide if an answer makes sense.
Deal tactfully and discretely with others on a person-to-person basis.
Research statutes and legal references and then summarize research results into appropriate legal documents and memoranda.
Establish and maintain harmonious working relationships.
Analyze and apply legal research.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

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Dept. of Administrative Services
Human Resource Services Division