

## DRAFT – April 24, 2018

### LEGAL JOB FAMILY – PARALEGAL

**JOB FAMILY CONCEPT:** The Legal job family primarily responsible for providing legal counsel and legal support work for the university community. Typical legal fields include litigation, intellectual property, ethics and conflicts of interest, and other specialties.

#### **PARALEGAL**

The **Paralegal** role is responsible for performing substantive legal work, such as research and legal data collection in support of litigation, record requests, and researching and collecting legal data.

The **Paralegal** role is distinguished from the **Legal Counsel** role in that it performs legal assistance or paralegal work typically requiring education and training in legal areas, but not licensed to practice law or give legal advice.

The **Legal Counsel** role is distinguished from the **Legal Management** role in that it primarily exists to provide professional legal counsel requiring licensure.

#### **PARALEGAL 1**

##### Typical Functions

- Performs specialized support for legal counsel by assisting with legal document preparation, discovery, and court filings.
- Summarizes transcription of depositions and other documents.
- Reads, researches, reviews, analyses, and verifies documents.
- Collects, compiles, copies, and indexes documents and records.
- Assists attorneys in preparing for legal proceedings by conducting research, creating timelines with supporting documentation, and preparing witnesses.
- Drafts pleadings, discovery requests, responses, and other litigation documents.
- Prepares charts, graphs, and other court room visuals.
- Serves as liaison w/external clients/opposing counsel.
- May accompany and assists legal counsel during proceedings.

##### Complexity and Decision Making Authority

Work is under the direction of legal counsel. Tasks and problems are usually routine and complex issues are referred to the immediate supervisor for guidance and resolution.

##### Knowledge, Skills, and Abilities

Attention to detail.

##### Education/Experience

Associate's degree in a relevant program plus two years of relevant professional experience or an equivalent combination of education, training and experience.

#### **PARALEGAL 2**

##### Typical Functions

- In addition to the work performed at level 1, performs advanced specialized support for legal counsel by assisting with more complex and higher profile legal document preparation, discovery, and court filings.

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- Oversees and manages work of level 1 by monitoring, tracking, and reporting on litigation activity.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Proven ability to clearly articulate complex ideas to a general audience, in multiple forums. Demonstrated ability in conducting investigations, composing clear, concise, timely and professionally written investigative reports, managing confidential information, and independently and efficiently managing a significant caseload. Project management and leadership skills. Demonstrated ability to supervise and provide work direction.

Education/Experience

Bachelor's degree in related field or equivalent combination of education, training and experience. Typically requires three to four years of progressively responsible work experience in related field.