



## PARALEGAL

JC: 000092  
PG: 710

BU: 91 (NR)  
FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, provides advanced level paralegal and administrative support to both litigation and transactional attorneys; prepares, formats, and electronically files pleadings, discovery and other legal documents; calendars all litigation related deadlines and events; prepares electronic discovery requests and responses; retrieves legal sources, verifies legal citations, investigates facts and claims; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class provides advanced journey level paralegal professional and administrative support to litigation and transactional attorneys in the Office of the General Counsel. This position requires specialized, technical, or functional expertise within the area of assignment. This class is distinguished from other administrative classifications in that the work includes investigating facts and providing litigation and arbitration support.

### **REPORTS TO:**

Associate General Counsel or designee

### **EXAMPLES OF DUTIES**

1. Reviews and prepares legal documents for electronic filing with the state and federal courts including formatting, citation, and fact-checking of pleadings. Prepares discovery, including drafting interrogatories and requests for production of documents and investigation and preparation of electronic discovery responses.
2. Reviews documents to determine deadlines, including court deadlines, and calendars all litigation related deadlines and events.
3. Organizes documents and coordinates electronic document productions, including electronic number stamping, redaction, duplication and indexing of documents. Sets up and maintains files, both electronic and physical, which are organized chronologically, numerically and/or by subject matter.
4. Under the guidance of an attorney, categorizes documents by subject matter, prepares a chronology of facts and creates production charts.

5. Conducts various document searches and factual research by creating and maintaining internal case databases, runs searches on internal and external document databases and systems, culls relevant information from a variety of resources such as newspapers, magazines, libraries, case documents and trade associations.
6. Prepares witness and matter materials by organizing all relevant materials and documents for attorney review and case preparation.
7. Under attorney supervision, gathers and prepares documents relevant to the depositions, organizes exhibits, takes notes and handles exhibits during depositions and summarizes transcripts.
8. Pulls relevant documents, formats, and proofreads pleadings and papers, organizes exhibits and creates document indices in preparation for motion filing.
9. Works with attorneys in the preparation and electronic filing of court documents in state and federal court. Creates, binds, and distributes both file and courtesy copies. Organizes and formats briefs, exhibits and appendices.
10. Acts as liaison between the Office of the General Counsel and internal departments, as well as with outside agencies investigating factual allegations and developing responses. Oversees the progress of documents through any support departments, orders transcripts from reporting services and fulfills requests from outside counsel and others.
11. Prepares attorneys for trial and arbitration by organizing exhibits, files and all other supporting documents, coordinates trial and arbitration set-up and logistics, assists attorneys in mediations, hearings, arbitrations and in court by taking notes, handling exhibits, and marking documents referred to by counsel, assists in the preparation of witness testimony and serves as liaison between trial attorneys and in-house staff.
12. Coordinates calendars and schedules court dates, meetings, and appointments for assigned staff.
13. Assists in the preparation of reports, correspondence, and directives.
14. Updates legal periodicals as assigned.
15. Assists in retrieving legal sources and verifying legal citations to law sources such as statutes, recorded judicial decisions, legal articles, and treatises.
16. Performs other administrative duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Legal office procedures, terminology, and electronic document preparation
- Legal research procedures
- Court filing procedures, including federal and state electronic filing requirements
- Electronic discovery and document production

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- Principles and practices of employment law and labor relations
- Advanced office administrative practices and procedures, including independent business letter writing, and the operation of common office equipment, including use of standard legal computer software to create and format pleadings, agreements, and other documents
- Record keeping, independent report preparation and filing methods
- Correct English usage, including spelling, grammar, punctuation, and vocabulary

### **Skill/ Ability in:**

- Advanced ability to plan, coordinate, document factual research and investigate facts
- Research cases, decisions and other materials in a legal library
- Proofread materials for accuracy and compliance with policies and procedures; use initiative and independent judgment within established guidelines
- Demonstrate leadership skills
- Use tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work
- Compose correspondence independently or from brief instructions
- Set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction
- Prepare complex litigation documents
- Strong organizational, interpersonal, communication, writing and presentation skills
- Create and edit documents in Microsoft Word, including formatting, tables of contents, indices, and other common sections of motions and pleadings

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of an associate degree in Legal, Business Administration, or Public Administration fields, or a closely related field from an accredited college or university.

#### **Experience:**

The equivalent of two (2) years of verifiable full-time verifiable paralegal experience in a legal office litigation environment, within the last five years, in the United States. Paralegal work involving labor and employment claims is desirable.

#### **Other Requirements:**

Paralegal certification or completion of one year of law school from an accredited institution.

#### **Substitution:**

Additional experience as outlined above may be substituted for the education on a year-for-year basis. Associate Degree or higher is preferred.

**BART EEO-1 Job Group:** 6000 - Clerical  
**Census Code:** 2145 – Paralegal & legal assistants  
**Safety Sensitive:** No

### **CLASSIFICATION HISTORY**

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**Created :** November 2015

**Revised:** March 2017

January 2023

**Updated:**