



**Position Title:** Paralegal  
**Reports To:** Legal Counsel  
**Department:** Office of Legal Affairs  
**Prepared By/Date:** Donna French/07-25-2011  
**Approved By/Date:** Carmen Dominguez/08-16-2011  
**Revised:**

**Job Code:** 3122  
**Job Group:** SNE  
**Salary Grade:** 14  
**FLSA Status:** Non-Exempt

**Summary:**

Provides complex paraprofessional legal assistance and legal secretarial support to the Legal Affairs Department, including independently performing paralegal projects, and collaborating with and assisting attorneys on complex legal matters.

**Essential Duties and Responsibilities:**

- Assists in-house Legal Counsel with legal matters in numerous areas of law, including: education, public sector, student matters, real estate, employment/labor, contractual, construction-related and administrative
- Provides all technical skills and support services necessary to operate a busy law department
- Implements administrative functions to support Department
- Communicates effectively with the public, outside counsel and senior management in regards to confidential and complex situations
- Conducts legal research and compiles data from reference materials and various sources, including WESTLAW
- Drafts and analyzes correspondences and legal documents, which may include various forms of agreements
- Drafts public notices for the College's public meetings, hearings and workshops
- Collaborates with in-house counsel and senior management to amend and formulate College policies
- Reviews and organize case files
- Manages contracts
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of contract management, government regulations, codes and inspection procedures with office practices and procedures
- Knowledge of Microsoft office applications, spreadsheets, database programs and office automation
- Excellent oral and written communication skills in dealing with the public and with outside counsel and senior management in confidential and complex situations
- Excellent word processing and analytical skills
- Excellent organizational and legal support skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to work in a multi-ethnic/multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree and five (5) years of experience; or Associate’s degree and nine (9) years of experience in a fast-paced legal office in a responsible position, including at least three (3) years as a legal secretary in a transactional law or equivalent related experience
- Certification for Paralegal or Legal Assistant; or Associate’s degree or higher in related field

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name