

PARALEGAL I/II-HCRC

DEFINITION

Under general supervision, provides paralegal and legal analytical support to attorneys in complex areas of law; and performs other related duties.

CLASS CHARACTERISTICS

Paralegal I-HCRC is the entry-level class in the paralegal series. Initially under close supervision, incumbents perform paralegal duties involved in the representation of death-row inmates in habeas corpus proceedings. As experience is gained, there is greater independence of action within established guidelines. The class is alternately staffed with Paralegal II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

Paralegal II-HCRC is the journey-level class of this series, fully competent to perform independently the full range of varied and complex paralegal duties involved in the representation of death-row inmates in habeas corpus proceedings. This class is distinguished from the Senior Paralegal-HCRC in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Performs factual and legal research, including use of computer-assisted legal research systems.
- Locates, assembles, summarizes, compiles, and digests substantive information on subjects that assist in the representation of criminal defendants.
- Analyzes, codes, and summarizes evidence including court, social, medical, and legal records; and assists attorneys in developing factual support for claims of relief and preparing for evidentiary hearings.
- Maintains case files and database information and scans original documents into database.
- Works closely with investigators and attorneys to identify issues of concern and gather documentation and supporting information.
- Develops strategies and proposals for obtaining documents and other factual support for statutory and constitutional claims.
- Contacts custodians of record to retrieve documents or files.
- Maintains integrity of legally relevant original documents.

- Generates indexes, retrieves supporting information, and assembles background information for representation of clients.
- Operates computerized system for managing documentation of statutory and constitutional claims and for gathering and tracking litigation information.
- Assists attorneys in identifying, contacting, and providing information to expert witnesses.
- Organizes and routes work, sets priorities, and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities that accurately reflect the importance of assigned responsibilities.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Must be available to work overtime and on weekends and holidays.
- May be required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Legal concepts, terminology, principles, and procedures.
- Use of legal reference materials.
- California court practices and procedures.
- Administrative office practices and procedures, the standard format for typed materials including proper memoranda, briefs, drafts, opinions, recordkeeping systems and file maintenance and standard office procedures and practices
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and databases.
- Basic medical terminology.

Ability to:

- Prepare summaries of legal, social, and medical material.
- Handle, organize, and assimilate large quantities of complex and detailed information.
- Review materials to identify critical and sensitive data and issues, and index legal, social, and medical records.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Adjust to workload changes to meet deadlines.
- Use initiative and judgment within general policy guidelines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively both verbally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Paralegal I: Equivalent to one year of paralegal experience involving complex litigation.

A paralegal certificate, J.D. degree, or directly related college-level education may be substituted for six months of the required experience.

OR

One year as a Litigation Support Assistant with the HCRC or one year as a Legal Secretary with the HCRC.

Paralegal II: Equivalent to two years of paralegal experience involving complex litigation.

A paralegal certificate, J.D. degree, or directly related college-level education may be substituted for six months of the required experience.

OR

One year as a Paralegal I with the HCRC.