

## **SENIOR SUPREME COURT PARALEGAL**

### **DEFINITION**

Under direction, independently provides paralegal and legal analytical support to attorneys in complex areas of law; performs lead and/or specialist paralegal duties; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

*Senior Supreme Court Paralegal* is the lead and/or specialist level class in the paralegal series. Incumbents provide lead direction, training, and work review to assigned staff, organize and assign work, set priorities, and follow up to ensure coordination and completion of assigned work; and/or perform complex and specialized work.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, and performs the more difficult or complex paralegal duties.
- May provide lead direction, training and work review; organizes and assigns work; sets priorities, and follows up to ensure coordination and completion of assigned work.
- Sets workload priorities that accurately reflect the importance of assigned responsibilities; trains backup support staff, as assigned.
- Performs factual and legal research, including use of computer assisted legal research systems.
- Locates, assembles, summarizes, compiles, and digests substantive information on statutes, regulations, and other subjects.
- Maintains case files, database information, and other files.
- Develops strategies and proposals for obtaining documents and other factual support pertaining to habeas petitions.
- Drafts correspondence and memorandums independently.
- Contacts custodians of record to retrieve documents or files.
- Maintains integrity and accuracy of legally relevant original documents, manuscripts, and page proofs.

- Processes and posts Supreme Court and published Court of Appeal opinions for direct website posting, checking for inclusion in computer version of information such as filing date, counsel and trial court, case title, formatting, titles of Court of Appeal panel, and protective nondisclosure issues
- Operates and updates computerized systems for managing documentation and flow of the Official Reports publication process; gathers and tracks publications and subsequent case history information.
- Processes edits and additions to the jury instructions, rules of court, local rules, internal operating practices and procedures and orders received for publication in the Official Reports advance pamphlets.

### **WORKING CONDITIONS**

- May be required to work overtime and on weekends and holidays.
- May be required to transport boxes weighing up to 40 pounds.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Standard office practices and procedures, the standard format for typed materials including proper memoranda, briefs, drafts, opinions, recordkeeping systems and file maintenance.
- Complex legal concepts, terminology, principles and procedures.
- Methods of complex legal research (traditional and electronic); use of legal reference and citation materials.
- California court practices and procedures.
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- The operation of personal computers and the use of specified computer applications, such as word processing (Microsoft Word), spreadsheets, databases, and legal applications (Lexis and/or Westlaw).
- Correct business English including spelling, grammar, and punctuation, with emphasis on legal terminology.

#### **Ability to:**

- Plan, organize, supervise, review and evaluate the work of others.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Prepare summaries of legal 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 records.
- 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.
- Maintain confidentiality.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to three years of paralegal experience involving complex litigation preferably including some experience with capital cases.

OR

Two years as a Paralegal II in the judicial branch.

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