

SENIOR PARALEGAL-HCRC

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 Paralegal-HCRC 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; organize and assign work; set priorities, and follow up to ensure coordination and completion of assigned work.
- 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; trains backup support staff.
- 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 which 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.
- Drafts correspondence; independently initiates specified correspondence for signature by appropriate staff.
- 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.
- Establishes and maintains complex legal files including social and medical records.
- Assists attorneys in identifying, contacting, and providing information to expert witnesses.

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:

- Complex 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:

- Plan, organize, supervise, review and evaluate the work of others.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- 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.
- 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 work 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:

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

OR

Two years as a Paralegal II with the HCRC.

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