

SUPERVISING PARALEGAL-HCRC

DEFINITION

Under direction, provides day-to-day supervision of assigned staff; performs specialized work as a paralegal; and performs related work as assigned.

CLASS CHARACTERISTICS

This class is the supervisory level in the HCRC Paralegal series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents also provide complex and specialized paralegal services.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Plans, organizes, and performs the more difficult or complex paralegal duties.
- Recommends selection of staff; trains staff, and provides for their professional development; takes disciplinary action as required.
- Works closely with investigators, administrative staff, and attorneys to identify issues of concern.
- Participates in Management Committee meetings when paralegal issues arise.
- Acts as Chair of the Paralegal Committee.
- Develops strategies, proposals, protocols, and best practices for obtaining documents and other factual support for statutory and constitutional claims.
- Assists in conducting special studies and developing recommendations.
- Coordinates paralegal processes and program operations.
- Identifies operational problems, considers alternatives, and recommends solutions.
- Generates standard and ad hoc reports for use by attorneys and managers.
- Participates in the preparation of paralegal and clerical workload analyses and in the drafting of budget documents relating to the paralegal function at the HCRC.
- Identifies training needs and provides or secures training for assigned staff and others.
- Performs the full range of paralegal duties.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work at night and on weekends and holidays.

- Required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of paralegal operations, including office and administrative practices and procedures.
- Advanced problem-solving and conflict resolution methods and techniques.
- Principles of collecting, organizing and summarizing data and information.
- Principles and techniques of project coordination and project management.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Principles and techniques of preparing effective oral presentations.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Learn and apply legal principles in the maintenance of records and the preparation of correspondence and reports.
- Coordinate and provide effective paralegal assistance and coordinate projects and program operations.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and independent judgment within general guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships both within and outside of the office.
- Use tact and discretion in interpersonal relations.

Licenses and Certificates:

Requires a valid California driver's license.

Education and Experience:

Four years of paralegal experience involving capital or complex litigation.

OR

Two years as a Senior Paralegal 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.