PARALEGAL

BASIC FUNCTION:
Under the direction of the General Counsel, perform highly-skilled, complex, responsible, and confidential paralegal duties; assist in drafting, reviewing, and processing of contracts, court and administrative hearing documents, and other documents; maintain, monitor, and process fiscal matters and client billings; coordinate and assist in meetings, hearings, and training; provide clerical and administrative duties in support of the Legal Services Department; observe and maintain confidentiality of client matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- In coordination with and under the supervision of assigning attorney, perform highly-skilled, complex, responsible, and confidential paralegal duties; perform day-to-day paralegal support for attorneys; work collaboratively with department staff to ensure and maintain effective and efficient office operations; and assist General Counsel with implementing department goals.
- Perform work requiring attention to detail, accuracy, and verification of data and information.
- Under supervision of assigning attorney, conduct legal research and preliminary analyses on various topics as assigned.
- Assist attorneys to prepare, review, assemble, and organize exhibits and other documents for administrative and court proceedings; file pleadings and other papers with court and administrative agencies.
- Assist attorneys to prepare responses and review, assemble, and organize documents in response to public records requests, subpoenas, discovery requests, court orders, or other legal requirements.
- Assist attorneys to prepare required documents relating to and coordinate trustee elections of school districts, community college districts, and the Fresno County Board of Education (County Board).
- Assist attorneys to provide required notices related to conflict of interest filings; collect and maintain Form 700 and other forms related to conflict of interest.
- Assist attorneys to prepare required documents and review, organize, and assemble records relating to labor and employment, including but not limited to, labor negotiations and employment discipline and hearings.
- Assist attorneys to prepare, post, assemble, and organize documents and other items for meetings, hearings, and training for County Superintendent’s Office, school district clients, and other clients.
- Assist attorneys to prepare, post, assemble, and organize documents and other items related to school district organization; coordinate and attend, if requested by assigning attorney, meetings and public hearings of the Fresno County Committee on School District Organization.
- Assist attorneys to prepare witnesses for depositions, or court or administrative proceedings or hearings.
- Assist attorneys to prepare required notices, agendas, and other required documents for public meetings and hearings; post and/or file notices and other required documents related to public meetings and hearings; attend and assist during public meetings and hearings upon request of assigning attorney.
• Assist attorneys to review, prepare, and update policies and regulations of County Superintendent, County Board, and school district clients.
• Assist attorneys to prepare bid documents, contracts, and other related documents; conduct research related to legal status and license of contractors and vendors; review and process contracts for County Superintendent’s Office and school district clients; coordinate and assist with bids and bid process.
• Assist attorneys to prepare workshop and training materials, including, but not limited to, PowerPoint presentations; coordinate training and workshops, and attend as requested by assigning attorney.
• Assist General Counsel to monitor, develop, and maintain department budgets and related reports as assigned; prepare and process purchase orders, invoices, and requisitions; receive and process payments of department invoices with approval of General Counsel; generate and transmit to school district clients billing invoices for legal services and monitor receipt of payment thereof.
• Assist General Counsel to manage, maintain, and oversee records and storage of records and emails; coordinate with General Counsel for destruction thereof.
• Comply with legal requirements governing attorney-client communications; and maintain confidentiality of all communications and information received from clients in the course of providing legal services.
• Receive visitors and provide information or direct to appropriate personnel; answer and respond to incoming phone calls and emails; record accurate and confidential messages; provide technical information and assistance related to department operations and County Superintendent and County Board policies and procedures.
• Support and encourage the delivery of quality services and optimum work production; assist other County Superintendent or department staff in times of staff shortage or absence, special requests, or increase in workload.
• Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
• Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
• Exhibit professionally appropriate interpersonal skills, including but not limited to, tact, patience, flexibility and courtesy.
• Maintain a safe work environment.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications (including but not limited to, Word, Excel, PowerPoint, Time Slips and Worldox, an information management system).
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
• Ability to work a flexible schedule to meet deadlines based on need and attend evening and weekend meetings/ and events as assigned.
• Drive a vehicle to conduct work, using own transportation.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Business letter and report writing techniques.
• Civil litigation and discovery; administrative procedures legal office procedures, standards, and practices.
• County Superintendent and County Board organization, operations, policies, and objectives.
• Legal requirements governing attorney-client communications, attorney work products, confidentiality of communications and information received from clients, and legal requirements and duties applicable to legal professionals.
• Legal research assets (e.g., statutes, regulations, policies, practice guides, Lexus/Nexus, Google Scholar) and techniques.
• Principles, concepts, and methods of legal research and analysis.
• Professional telephone and email techniques and etiquette.
• Record-keeping systems; methods of collecting and organizing records and information; confidential document control and security measures related to operations within a legal services environment.
• Terminology, practices, and procedures of a legal office.
• Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
• State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Acquire new knowledge, skills, and abilities.
• Follow oral and written instructions effectively.
• Maintain confidentiality of sensitive and privileged information.
• Maintain records and files; compile and verify data and prepare reports.
• Organize and prioritize numerous tasks simultaneously and complete them under time restraints.
• Perform highly-skilled, responsible paralegal and administrative assistant duties.
• Perform work that requires attention to detail, accuracy, and verification of data and information.
• Plan, coordinate, and organize office activities and work; ensure efficient and timely completion of projects and activities; meet schedules and timelines.
• Proofread material for grammatical, typographical, and/or spelling errors.
• Analyze and evaluate statutes and regulations accurately and explain and apply legal rules, policies, and procedures.
• Communicate effectively both orally and in writing.
• Drive a vehicle to conduct work.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Work confidentially and with discretion.
• Work independently with general direction from assigning attorneys.

EDUCATION AND EXPERIENCE:

EDUCATION:
• High School Diploma, General Education Degree (GED), or State High School Proficiency certificate.
• Bachelor’s degree preferred.

EXPERIENCE:
• Minimum of one year of paralegal experience.
• Transactional experience preferred.
• Knowledge and experience with litigation preferred.

LICENSURE AND OTHER REQUIREMENTS:
• Satisfaction of requirements under Business and Professions Code section 6450 for performance of paralegal duties in California, which includes a paralegal certificate or equivalence.
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work using own transportation.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials, including but not limited to, fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office computer and other equipment.
• Sitting, standing, and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: October 1, 2017