

Class 1598 Paralegal

JOB INFORMATION:

Paralegal positions, under the general supervision of an attorney, review case files to determine documents and witnesses required; interview and coordinate court appearances of witnesses; communicate with court personnel, law enforcement and other government agencies; conduct legal and statistical research; assist at trial, hearings, and council meetings; use litigation and document management software, and e-discovery tools; draft legal documents that include: Pleadings (e.g., complaints and answers, motions to compel, motions-in-limine, motions for summary judgment, motions to strike and motions to continue); discovery requests and responses (e.g., interrogatories, requests for production, requests for admissions, expert witness designations, deposition questions, and deposition summaries and legal memoranda); subpoenas duces tecum; and perform other duties as assigned.

NOTE:

- Per Business and Professions Code Section 6450 et. seq. it is mandatory that Paralegals in the State of California complete the following continuing education: Every two years, Paralegals must complete four hours of continuing legal education in general and/or a specialized law and four hours of continuing legal education in legal ethics. All Paralegal applicants/incumbents shall be responsible for keeping a personal record of their completed course work and may need to provide proof of course work completed.

MINIMUM REQUIREMENTS:

You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION/EXPERIENCE: You must meet ONE of the following options:

1. Certificate of Completion of a Paralegal Training Program approved by the American Bar Association (ABA).
2. Certificate of Completion of a Paralegal Program at, or a degree from, a post-secondary institution that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary Education, which MUST include successful completion of a minimum of 24 semester/36 quarter college-level units in law-related course work.
3. Bachelor's Degree or higher AND one year of full-time law-related experience under the supervision of an attorney.
4. High school diploma, General Education Development (GED) or California High School Proficiency Examination (CHSPE) Certificate AND three years of law-related experience that must have been completed no later than December 31, 2003.

NOTES:

- Per Business and Professions Code Section 6450 et. seq. all qualifying law-related experience must have been performed under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the Federal Courts of California for at least the preceding three years.
- Applicants using experience to meet the minimum requirements MUST submit a written declaration from their supervising attorney(s) verifying that their "law-related" work experience would provide them with the requisite knowledge and skills to perform paralegal tasks. An "ATTORNEY ATTESTATION OF COMPLETION OF LAW-RELATED EXPERIENCE FORM" must be provided with your application materials for this purpose. Qualifying experience MUST include substantial law-related work (e.g., case planning, development and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; or collecting, compiling, and utilizing technical information).
- Legal secretarial or clerical experience is NOT qualifying substantial legal work.

LICENSE: A valid California Class C Driver License is required at the time of hire.

HIGHLY DESIRABLE:

- Civil litigation, discovery, motions and trial support experience.
- Experience working and communicating with court personnel, law enforcement and other government agencies.
- Experience utilizing case and document management software.

REQUIRED DOCUMENTS (MUST SUBMIT WITH APPLICATION):

- Proof of Certificate of Completion of a Paralegal Training Program, if utilized to meet the minimum requirements.
- Proof of degree/transcripts, if utilized to meet the minimum requirements.
- Proof of Attorney Attestation of Completion of Law-Related Experience Form, if utilized to meet the minimum requirements.
- Proof of transcripts showing completion of the required course work, if utilized to meet the minimum requirements.

Required documents should be attached electronically to your application. If you are unable to attach at the time of application submittal, you must submit them as soon as possible via fax: (619) 533-3337; or to the Employment Information Center: City of San Diego Personnel Department, 1200 Third Avenue - Suite 300, San Diego, CA 92101. Include your name and the title of the position for which you are applying.

SCREENING PROCESS:

Please ensure all information is complete and accurate as the responses you provide on the supplemental questions will be reviewed using an automated evaluation system. If you are successful in this initial screening process, your

application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met. Successful candidates will be placed on a list which will be used to fill position vacancies during the next one year. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

SUPPLEMENTAL INFORMATION:

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego. Applicants must notify the Personnel Department of any changes in their name, address (home, email), or phone number or they may miss employment opportunities.

Rev. 1 – May 8, 2015 (New Recruitment Date)

JOB CATEGORIES:

- Attorney
- Legal
- Office and Administration Support

TITLE HISTORY: