

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PARALEGAL - 1598**

NOTE: formerly Legal Assistant

**DEFINITION:**

Under direction, to assist Deputy City Attorneys by performing paralegal duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Monitors cases where restitution has been ordered by the court and when restitution is not made, drafts recommendations to the court for revocation of probation;
- Drafts a variety of legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, motions-in-limine, motions for summary judgment, motions to strike, motions to continue, responses to discovery motions, pretrial statements, requests for admissions, notices to produce and responses to notices to produce, expert witness designations, and discovery requests and responses;
- Prepares case digests and summaries and drafts legal memoranda;
- Reviews case files and recommends documents to be obtained and witnesses to be interviewed;
- Locates and produces witnesses and interviews witnesses to obtain information;
- Communicates with court personnel, law enforcement, and other government agencies;
- Coordinates with local, state, and federal agencies to obtain witnesses and defendants from jail or prison and to return individuals after court appearances;
- Fingerprints witnesses, defendants, and others;
- Responds to calls from attorneys in court during trial to provide information;
- Assists at trials, hearings, and council meetings;
- Investigates complaints to determine if charges should be filed and makes recommendations to attorneys;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City departments to provide answers to routine legal questions and to research the more complex questions and provide research information to attorneys;
- Identifies, requests, and examines various public records;
- Conducts legal and procedural research;
- Arranges for subpoenas duces tecum and depositions;
- Prepares deposition summaries and legal memoranda;
- Uses litigation and document management software and e-discovery tools;
- Performs related work.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Certificate of completion of a Paralegal Program approved by the American Bar Association (ABA); **OR** certificate of completion of a Paralegal Program 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 courses work; **OR** Bachelor's Degree or higher, **AND** one year of full-time law-related experience under the supervision of an attorney; **OR** possession of a high school diploma, General Education Development (GED), or California High School Proficiency Examination (CHSPE) certificate, **AND** three years of full-time law-related experience under the supervision of an attorney.