

## JOB DESCRIPTION

JOB TITLE: Paralegal

INCUMBENT:

DEPARTMENT:

SUPERVISOR: Supervising Lawyer

### Basic Function:

This position is responsible for assisting an attorney in providing legal services to clients by performing tasks of a routine nature under supervision by an attorney.

### Nature and Scope:

This position functions under the general supervision of a designated attorney. His/her work is also supervised on a case-by-case basis by the attorney who has given him/her a specific project. A secretary reports to this position. Working contacts include attorneys, staff and clients.

### Principal Duties:

The principal duties of this position include the following:

- Drafting correspondence.
- Interviewing clients.
- Preparing deposition summaries.
- Scheduling and preparing for depositions.
- Drafting pleadings.
- Responding to discovery requests.
- Organizing and maintaining files.
- Performing other duties as required.

### Minimum Qualifications:

The minimum qualifications for this position include the equivalent of a high school education plus at least two years relevant on-the-job experience, or a four-year college degree, or successful completion of the Certified Legal Assistant examination. A basic knowledge of computers is also required.