EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Paralegal

DEFINITION

Under general supervision performs varied and responsible technical legal research; prepares a variety of legal documents, correspondence, and reports; and provides administrative support to the General Counsel and the District’s legal team.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including providing technical legal and administrative support to the Office of the General Counsel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Counsel.

EXAMPLES OF ESSENTIAL DUTIES: The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Prepares and processes a variety of legal documents, including but not limited to, pleading, contracts, correspondence, memoranda, and reports, from notes, brief instructions, dictated tapes or printed materials.

Files or arranges for the filing of legal briefs and other necessary paperwork with the court or administrative agencies

Dockets and schedules court dates, meetings and appointments.

Conducts technical legal research and investigatory activities and compiles information for the Office of the General Counsel.

Conducts comprehensive property research, including but not limited to, County assessor records, survey maps, deeds, easements, proposed legal descriptions and provides other technical assistance and administrative support for right-of-way and real estate services.

Organizes and maintains law library as well as chronological and other files.

Receives and screens visitors and telephone calls, providing information regarding the particular area of assignment, which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller.
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Reviews and processes the District’s property taxes; researches issues with County Treasurer’s Office; processes District’s water right payments.

Coordinates customer billing issues related to bankruptcies; coordinates with attorneys and notifies court.

Inputs drafts and finalizes a wide variety of finished documents, including both general and legal-related correspondence and documents.

Drafts staff reports and presentations for Board agenda items submitted by the Office of the General Counsel.

Relieves legal staff of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.

Coordinates District-wide training and seminars.

Processes Administrative Regulations; posts Administrative Regulations to website; notifies department managers of newly adopted Administrative Regulations; maintains manual of Board Policies and Administrative Regulations.

 Recommends organizational or procedural changes affecting support activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Skill/Ability to:
Provide paralegal support during administrative hearings, in court and while performing related duties. Prepare legal documents, including pleadings, motions, and discovery documents.
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Research and summarize case law and other legal documents. Interpret and apply administrative and District policies, procedures, laws and regulations. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Analyze situations carefully and adopt effective courses of action. Compile and maintain complex and extensive reports and prepare routine reports. Maintain confidential data and information for executive staff. Independently prepare correspondence and memorandums. Work independently in the absence of supervision. Operate and use modern office equipment including a computer. Type and transcribe at a speed necessary for successful job performance. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Experience and/or Education:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Two years of responsible paralegal experience working under the supervision of an attorney.

Education:
Possession of a certificate of completion of a paralegal program approved by the American Bar Association.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Director of Human Resources

Date

Established: 08/18/2009
Revised: 05/26/2010
FLSA: Non-Exempt
Unit: Non-Safety