

Paralegal

Position Details

Class Code: 0367

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, renders direct legal assistance to and performs tasks delegated by attorneys.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for case file management; opens, organizes, summarizes, and reviews case files.
2. Obtains, summarizes, and tabulates necessary medical records in personal injury actions.
3. Contacts witnesses; obtains initial witness statements.
4. Researches and analyzes law sources (i.e., statutes, recorded judicial decisions, legal articles, legal codes, etc.)
5. Investigates facts and case law to determine causes of action; prepares cases accordingly.
6. Prepares drafts of legal pleadings, including answers and motions.
7. Prepares drafts of discovery requests, including interrogatories and requests to produce.
8. Prepares drafts of legal documents.

9. Gathers necessary information to respond to discovery requests propounded to the Clark County School District; prepares draft responses.
 10. Makes necessary arrangements, including document preparations for depositions, both in- and out-of-state.
 11. Addresses procedural problems using independent decision-making.
 12. Prepares quarterly litigation reports.
 13. Responsible for correctly calendaring litigation demands and ensuring timely responses thereto.
 14. Maintains legal resource materials, including library and computer research databases.
 15. Serves as District Board of Trustees meeting secretary, as assigned.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides direct legal assistance to attorneys in performing paralegal tasks.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of federal and state court systems, with emphasis on Nevada.
2. Knowledge of the Nevada Revised Statutes (NRS).
3. Knowledge of the Nevada Rules of Civil Procedure (NRCP).
4. Knowledge of legal research and case management techniques.
5. Knows and applies proper code of ethics in performing legal tasks.
6. Knowledge of computer operations and software applications.
7. Ability to apply investigative, interviewing, and communications skills.
8. Ability to understand project scope, instructions, and authority delegated.
9. Ability to utilize strong speaking, writing, analytical, and persuasive skills.
10. Ability to accept guidance, directions, and feedback constructively.
11. Ability to understand the needs/demands of the legal system and a legal office.
12. Ability to check long technical reports for conformance with given principles of style and format.
13. Ability to make presentations to individuals or groups.
14. Ability to plan, organize, and prioritize work.
15. Ability to maintain confidentiality of information.
16. Ability to learn established procedures.

17. Ability to work flexible hours or shifts.
 18. Ability to meet predetermined deadlines.
 19. Ability to perform editorial checking for grammar, spelling, and punctuation.
 20. Ability to judge when to act independently and when to refer matters to an attorney.
 21. Ability to work cooperatively with employees, students, the public, and other agencies.
 22. Ability to work closely with publicly-elected officials regarding politically sensitive matters.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience as a paralegal; or,
Completion of an American Bar Association (ABA) approved program of education and training for legal assistants, plus two (2) years of legal experience;
or,
An associate's degree in Legal Assistance from an accredited college/university;
or,
Completion of an institutionally-accredited legal assistant's program consisting of at least 60 credit hours, including 15 credit hours of substantive legal courses, plus two (2) years of legal experience; or,
Certification by the National Association of Legal Assistants, plus two (2) years of legal experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Certified Legal Assistant Certificate, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District legal offices.

Work Environment

Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, software applications (i.e., Westlaw), copy machines, telephones, transcribing machines, fax machines, tape copier, tape recorder, calculator, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/11/23
- Created: 12/17/96