# JOB DESCRIPTION

# JOB TITLE: Paralegal – Litigation Department

# **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:

- 1. Drafting correspondence.
- 2. Interviewing clients.
- 3. Preparing deposition summaries.
- 4. Scheduling and preparing for depositions.
- 5. Drafting pleadings.
- 6. Responding to discovery requests.
- 7. Organizing and maintaining files.
- 8. 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. An excellent knowledge of computers is also required.