

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**REVISED/APPROVED JANUARY 2026**

**RANGE: 50.0**

**CLASSIFIED**

**CODES: NONE**

**PARALEGAL**

**DEFINITION**

Perform and coordinate a variety of highly specialized paralegal duties to support legal, litigation, and risk management functions. These functions include, but are not limited to, researching law, investigating facts, calendaring deadlines and hearing dates, and preparing documents and affidavits to assist attorneys to prepare for and conduct cases.

**EXAMPLES OF DUTIES**

Research and analyze statutes, regulations, government agency guidance, judicial decisions, legal articles, and reports to prepare complex legal documents such as briefs, opinions, resolutions, pleadings, appeals, and contracts, for review and approval by an attorney;

prepare affidavits of documents and maintain document files;

deliver, or direct delivery of, subpoenas to witnesses and parties to action;

independently draft for review, then file pleadings, motions, and other case-related documents with the court system or administrative office;

attend non-routine, difficult, and often sensitive meetings or hearings to record significant elements of discussion and record official action;

oversee or prepare agendas in advance of proceedings, minutes or summaries of proceedings, and file and distribute minutes for official records;

investigate facts, and law pertaining to claims and cases to determine causes of action, possible defenses, other information relevant to a case. Investigations may take place from inception through discovery, trial, and appeal;

interview individuals to compile information for legal records and reports, prompting the delivery of clear explanations and use of well-developed skills in questioning to determine the proper line of inquiry and obtain highly sensitive facts;

draft subpoenas, letters, requests for information, requests for documents, responses, objections, and other discovery-related documents and correspondence for attorney review;

maintain case calendars, including filing deadlines, hearing dates, and other important dates, in accordance with legal requirements and the attorney's preferences;

track deadlines and consult with attorney's to ensure deadlines are met;

maintain case files and other project files, both electronic and hard copy, in an organized and timely manner;

maintain files and prepare documents relating to collective bargaining negotiations, employee grievances, and other matters of employer-employee relations;

regularly have access to and may gather confidential information relating to collective bargaining negotiations, grievances, and other matters of employer-employee relations;

compose correspondence and other documents of an important and confidential nature from dictation, brief instructions, independent research, and research notes;

verify and correct grammar and composition as required;

may direct and coordinate work of legal secretarial staff;

may maintain some fiscal records for the department, such as budget or special fund accounts;

may prepare and process invoices, requisitions, expense claims and vouchers, payroll information, and compile periodic reports;

perform other related duties as assigned.

**QUALIFICATIONS:**

*Knowledge of:*

Legal concepts, principles, terminology, and procedures;

working knowledge of and skill in the use of general legal reference materials, including state and federal statutes, regulations, government agency guidance, case law, opinions, treatises, handbooks, and other reference materials;

in-depth knowledge of modern legal office practices and procedures as well as the legal filing system, including e-filing;

strong technical knowledge of current legal research methods, including use of Lexis Nexis and/or Westlaw, and civil case preparation;

broad working knowledge of the special procedures, processes, technicalities, and work methods for legal problem solving and decision making;

skilled in using computerized word processing, spreadsheet, and related office productivity software;

well-developed human relation skills to assist in highly sensitive investigations, communicate technical or involved information to a variety of audiences, and works effectively and cooperatively across organizational lines;

utilize safe work practices.

*Ability to:*

Perform all the relevant duties of the position with only limited supervision;

conduct research independently including the ability to plan and implement steps to reach an objective;

employ critical thinking, analysis and judgement;

operate a personal computer, printers, and specialized office productivity software;

compose and transcribe correspondence and reports at a rate of 70 w.p.m.;

understand, interpret and apply statutes, court decisions, ordinances, resolutions, agency policies and procedures, collective bargaining agreements, and legal documents;

learn about and operate effectively within administrative agency proceedings, including those of the California Office of Administrative Hearings and the California Public Employment Relations Board;

use discretion and hold all communications to be strictly confidential;

write complex, technical, sensitive, and confidential correspondence in a professional manner;

maintain confidential and sensitive information;

prioritize work to meet multiple deadlines and maintain schedules;

support multiple attorneys simultaneously on different types of cases and other projects;

remain calm in stressful situations;

work effectively as part of a team devoted to customer service, both within the office and externally for clients and others.

**Education:**

Associates degree and/or a Paralegal Certificate from an accredited program is required. Bachelor's degree is preferred.

**Experience:**

Minimum of five (5) years of work experience as paralegal in a public or private legal environment is required.

**Conditions of employment:**

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.