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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | PARALEGAL AND LEGAL ASSISTANT | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a paralegal and legal assistant entails assisting lawyers by researching legal precedent, investigating facts, or preparing legal documents. It also consists of researching to support a legal proceeding, to formulate a defence, or to initiate legal action. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to manage one’s own time and the time of others. | | | | |
| COMPETENCIES: | | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Integrity — Job requires being honest and ethical. * Initiative — Job requires a willingness to take on responsibilities and challenges. | | | | |
| TASKS: | | * Call upon witnesses to testify at hearings; * Direct and coordinate law office activity, including delivery of subpoenas; * File pleadings with court clerk; * Gather and analyse research data, such as statutes, decisions, and legal articles, codes, and documents; * Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases; * Keep and monitor legal volumes to ensure that law library is up-to-date; * Meet with clients and other professionals to discuss details of case; * Prepare affidavits or other documents, such as legal correspondence, and organise and maintain documents in paper or electronic filing system; * Prepare for trial by performing tasks such as organising exhibits; * Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |