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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.
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| 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.
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| 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.
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| 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: |  |  |  |