



Job Description Legal Secretary / Paralegal

FLSA Status: Non-Exempt
Date: February 1, 2019

Department: Legal

SUMMARY

The Legal Secretary / Paralegal supports the Environmental Defense Center's ("EDC") attorneys in case investigations, administrative advocacy, and litigation. The Legal Secretary / Paralegal is responsible for preparing legal documents for filing, filing and service, and providing legal and administrative support to EDC attorneys (including, but not limited to: document review pursuant to the Freedom of Information Act ("FOIA"), California Public Records Act ("PRA"), and discovery requests; collecting and compiling information; and legal research).

ESSENTIAL FUNCTIONS of the job include, but are not limited to:

Litigation

- Preparing pleadings and pre-litigation documents for filing and service, including formatting, preparing tables of contents and authorities, cite-checking, and blue-booking
- Filing and serving pleadings, and related follow up tasks
- Assisting with discovery requests and response review
- Assisting with hearing preparation, including creating binders for argument
- Assisting with calendaring and other litigation support functions

Case Investigations

- Assisting with research and case investigation
- Assisting with submittal and review of FOIA and PRA responses
- Assisting in Clean Water Act research and document review

Administrative Advocacy

- Assisting with research and case investigation
- Assisting with compilation of comments, exhibits, and submittals
- Assisting with calendaring and other case support functions

ADDITIONAL DUTIES of the position include, but are not limited to:

- Participating in staff meetings and other organizational meetings as appropriate
 - Assisting staff as requested to perform other organizational duties
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