

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



LITIGATION PARALEGAL

Department: Senate Chief Counsel for Employment Office

Reports to: Legal Administrator

NATURE OF WORK

This is administrative support work providing substantive legal assistance to the Chief Counsel for Employment litigation attorneys. Work includes drafting and preparing legal reports, pleadings, correspondence, and memoranda. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Draft and prepare legal reports, court pleadings, correspondence, and other documents; review and manage all litigation documents; coordinate legal file set-up with litigation secretaries; determine and summarize key issues for attorneys.

Assist attorneys in preparing legal documents; ensure compliance with federal laws, court and administrative rules, and court procedures; conduct legal research; prepare exhibits and notebooks for depositions, hearings, and trials; gather and organize documents for discovery.

Assist attorneys with discovery phase of litigation and preparation for trial; prepare exhibits and notebooks for and attend depositions, court hearings, and trials; prepare witness files; gather and organize documents for discovery; prepare draft interrogatories, requests for documents, requests for admissions, and other litigation documents; summarize deposition transcripts; prepare and arrange for service of subpoenas; schedule court reporters for depositions.

Calculate filing dates for court and other filing deadlines; incorporate information into the scheduling calendar to monitor deadlines; notify attorneys and staff of any updates to electronic court dockets; review legal sources for employment law related topics; maintain files on CAA history and amendments and Office of Compliance Procedural Rules; compile data from various sources for administrative reports; check data accuracy and drafts statistical reports; retrieve, copy, and distribute legal cases, articles and publications as requested.

Assist in maintaining litigation database for lawsuits; review legal documents to determine relevant legal and factual issues and uses that information to establish issue fields in database; scan paper documents to electronic format; index or file document images according to established office procedures.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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Serve as legal representative for all Senate offices during safety inspections performed by the Office of Compliance (OOC); perform pre-inspections for all Senate offices to identify unsafe working conditions and coordinates repairs and safety updates with the Architect of the Capitol; prepare abatement responses to the OOC; attend quarterly safety conferences.

Research current and past legislation using available online resources; research associated legislative history including committee reports, bill amendments, and hearing testimony.

Maintain current knowledge of the Senate Chief Counsel for Employment Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance are required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

Work with respect to Senate office safety pre-inspections and inspections may involve excessive walking, bending, entering limited walkways, stairwells, attic and basement space, and entering construction zones on the Capitol Hill complex. Pre-inspections and inspections may include off-site industrial and warehouse work sites where employees are engaged in physical labor, industrial, or construction processes and may involve uneven walking surfaces, lack of stairwell handrails, high noise levels, heat, fumes, need for use of safety helmets, goggles or other eye protection, or other protective gear.

MINIMUM QUALIFICATIONS

Work requires a college degree with five to seven years of paralegal experience, and the following knowledge, skills, and abilities:

Thorough knowledge of Bluebooking and cite checking rules and guidelines.

Knowledge of federal court systems and procedures.

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Ability to use computer and relevant computer software packages, including working knowledge of a litigation database.

Knowledge of legal terminology and resources.

Knowledge of business English and spelling.

Ability to access and utilize various traditional and online research resources.

Ability to locate and apply federal court rules from all jurisdictions in United States.

Ability to read, comprehend, and follow oral and written instructions.

Ability to follow departmental rules, regulations, procedures, and functions.

Ability to establish and maintain effective working relationships with other employees, vendors, and clients.

Knowledge of modern office practices, procedures, and equipment.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to multitask, prioritize work, and meet deadlines.

Ability to maintain confidentiality and exercise discretion.

Ability to work extended and unscheduled hours as dictated by case load.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Paralegal Certificate preferred.

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