

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED 3/94
SUBJECT <i>Student Paralegal Aide</i>	RANK x335	GROUP III	CBC Yes	PHYSICAL

DEFINITION:

The student paralegal aide performs under the supervision of attorneys maintaining full confidentiality all or part of the following duties:

- (a) Prepares legal documents, file cases in the court and sets up court dates for cases.
- (b) Writes correspondence for the University lawyers and makes routine telephone calls to courts and clients.
- (c) File updates of law books.
- (d) Assist with general office duties as assigned.

BASIC QUALIFICATIONS:

Junior or Senior standing in pre-law studies. Good English and composition skills. Proficiency in word processing skills. Law office experience or paralegal training a plus.

QUALIFICATIONS FOR STARTING AT STEP B:

One year actual experience in a law office.