

MANUAL  Student Employment Career Services	SECTION  Student Job Description				PAGE 1 / 1 REVISIED 7/18
SUBJECT  <b><i>Student Paralegal Aide</i></b>	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 (1)year actual experience in a law office.