

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Legal Support Series Classification Update**

Human Resources Administration updated the classification and qualification standard for the Legal Support Series. Classification summaries and titles were updated to better reflect the nature of work performed. In addition, the Fair Labor Standards Act (FLSA) status for the Paralegal-Professional classification (code 1297) has been changed from exempt to non-exempt. Changes are effective September 1, 2003. A summary of the changes is provided below:

Class Code	Current Title	New Title
1295	Legal Secretary (Non-Exempt)	Same
1296	Paralegal-Technical (Non-Exempt)	Legal Assistant (Non-Exempt)
1297	Paralegal-Professional (Exempt)	Paralegal (Non-Exempt)

The new Legal Support Series classification and qualification standard is provided in Attachment A and also can be found on our Classification Standards Web page at: <http://www.calstate.edu/HRAdm/classstandards.shtml>.

Campuses who hire employees into these classifications are advised to coordinate the appointment with the Office of General Counsel at the Chancellor's Office.

Questions regarding the Legal Support Series may be directed to Gina Caywood at (562) 951-4411. This memorandum also is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMCC/ac

Attachment

Distribution:

General Counsel
Human Resources Directors
Payroll Managers

Campus Counsel
SOSS Director



Legal Support Series

Class Title	Class Code	Date Established	Date Revised
Legal Secretary	1295	07-01-95	09-01-03
Legal Assistant	1296	07-01-95	09-01-03
Paralegal	1297	07-01-95	09-01-03

Legal Secretary (Non-Exempt)

The Legal Secretary provides a full range of secretarial and administrative support. Incumbents prepare pleading and other legal briefs in compliance with court rules; process other documents, correspondence and communications; maintain administrative files and electronic databases; maintain calendars; make travel arrangements; and perform other general office duties as assigned. Incumbents must have working knowledge of legal terminology, procedures and practices, and must be able to use computer equipment and applications appropriate to the position.

Legal Assistant (Non-Exempt)

The Legal Assistant provides technical assistance to professional legal staff by preparing varied and complex legal documents, and compiling legal data. Under the direction of an attorney, incumbents draft documents such as pleadings, briefs, agreements and instructions relating to litigation and nonlitigation matters. Legal Assistant positions require completion of a baccalaureate degree, and the ability to use computer equipment and applications appropriate to the position.

Paralegal (Non-Exempt)

The Paralegal provides professional and technical assistance to attorneys by preparing a wide variety of legal documents, interpreting legal data, and organizing documents preparatory to litigation. Incumbents independently organize files, maintain databases, and prepare documents such as pleadings, briefs, agreements, and instructions relating to litigation and nonlitigation matters. Paralegal positions require a significant degree of independent judgment, application of specialized knowledge acquired through education at or above the baccalaureate degree level, and the ability to use computer equipment and applications appropriate to the position.

Note: Campuses who hire employees into these classifications are advised to coordinate the appointment with the Office of General Counsel at the Chancellor's Office.