

LITIGATION RESEARCH COORDINATOR

DEFINITION

Assists the General Counsel in special cases with the identification, acquisition, and analysis of potential evidentiary material and in the preparation of materials required for pretrial, trial, and appellate activities, including discussions with witnesses, as required in connection with litigation authorized by the Board. Researches and coordinates Public Records Act responses.

TYPICAL DUTIES

Assists in the acquisition and production of materials required for pretrial, trial, and appellate activities associated with litigation involving the District.
Assists in acquisition, production, and document control of information for Public Records Act requests and responses.
Meets with representatives of and serves as liaison between Office of General Counsel and staff of District, State, federal, and other agencies for purposes of litigation and legal support.
Prepares and coordinates the preparation of correspondence, research projects and reports, including the preparation of charts, graphs, exhibits, and other visual aids.
Assists in coordinating District communications with State, federal, and local governmental agencies such as the Office for Civil Rights and California State Department of Education.
Assists schools and offices, as needed, with the preparation and analysis of information requested by counsel, District staff or city, State, and federal agencies.
Organizes and maintains certain litigation files for the District.
Researches and analyzes court decisions and legislation; prepares draft legislation and amendments to legislation as directed.
Writes legal opinions, articles, and letters.
Assists in the investigation and analysis of personnel and/or student-related matters in support of Public Records Act requests or litigation involving the District, including conducting interviews of witnesses, reviewing documents, and preparing summaries of interviews and chronologies.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Litigation Research Coordinator performs special legal research regarding evidentiary and pretrial materials and advises on and responds to Public Records Act requests for the District.

An Assistant General Counsel I performs entry-level litigation and legal attorney work as a member of a legal team.

A Senior Paralegal assists staff attorneys and other legal professionals with complex legal research, projects, drafts reports, memoranda, documents, pleadings, and performs specialized and confidential support duties. In addition, a Senior Paralegal mentors and trains other paralegals, secretarial, and other clerical staff and assists in various law office management functions.

SUPERVISION

A Litigation Research Coordinator receives general supervision from an Associate General Counsel I or II or an Assistant General Counsel II. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, and practices of legal research
- Litigation process and legal concepts associated with litigation document production
- Litigation methods and procedures, legislative functions, and District and State legislative history
- Provisions of the California Education Code and other statutes related to public school administration
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Statistical techniques and methods appropriate for the analysis and graphic reporting of research findings

Ability to:

- Analyze legal opinions, legislation, and related State and federal law
- Communicate effectively with supervisors, co-workers, other District personnel, and city, State, county, and federal representatives
- Compose, comprehend, interpret, and communicate legal language, documents, concepts, and other written materials
- Communicate effectively and guide individuals and groups toward task accomplishment
- Observe and effectively utilize subordinates
- Communicate effectively orally and in writing
- Use the computer for the purpose of conducting research, compiling and analyzing information, and writing informatives and reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's Degree. Graduation from an accredited law school with a Juris Doctor (J.D.) degree. Six years of paralegal experience in addition to that required may be substituted for the law degree, provided that the requirement of a bachelor's degree is met.

Experience:

Four years of professional-level experience analyzing and making recommendations regarding litigation.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-14-2024
JPK