

## PARALEGAL ASSISTANT

### Function of Job:

Under general supervision of designated supervisor, to provide assistance to USNH general counsel and retained outside legal counsel in the conduct of litigation, including collection, organizing, storing, recording and retention of data and/or evidence.

### Characteristic Duties and Responsibilities:

1. Perform paralegal duties in litigation matters as assigned.
2. Perform routine legal research and investigation of historical records and/or other sources to identify data needed by counsel.
3. Respond to interrogatories and requests for documents from various concerned parties.
4. Provide information needed and requested by retained outside legal counsel.
5. Collect, organize and store data, records, samples and other pertinent materials.
6. May prepare correspondence, drafts of contracts, leases and/or other legal documents as assigned.
7. Perform other related duties as assigned.

### Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of administrative/organizational/research work.
2. Writing ability.

### Additional Desirable Qualifications:

1. Formal training in accredited courses in paralegal context.

8/8/1996  
System Approval

8/8/1996  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**