



PARALEGAL

SALARY RANGE

\$57,832.54-\$85,936.12 Annually
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for a Paralegal to assist attorneys in the Legal Department with the preparation of legal documents, conducting research and analysis, and preparing documents for use in hearings, pretrial and trial proceedings; and to perform other related duties as required.

Background

The San Bernardino County Employees' Retirement Association (SBCERA) is a California public pension plan that administers benefits and manages pension assets for over 35,000 members and beneficiaries on behalf of 17 participating employers. SBCERA is Special District governed by its own board, the Board of Retirement (Board), which serves as primary fiduciary for SBCERA's assets and administration.

For more information about SBCERA, please visit the website at www.SBCERA.org.

Responsibilities

The Paralegal shall work in the Legal Services Department under the immediate direction of the Senior Staff Counsel and provides a wide variety of high volume legal research and review, which includes composing, typing and processing a variety of legal documents and correspondence requiring the continuous use of legal forms, legal process and legal terminology. The Paralegal is responsible for case planning, development and management, legal research, fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling and utilizing technical information to make an independent decision and recommendation to the supervising attorney.

Responsibilities of the Paralegal include, but are not limited to the following:

- Assist attorneys in trial case preparation; organize, control and prepare exhibits based on factual research; review and summarize depositions and other legal documents; arrange for witnesses and inform them of substantive legal aspects of case; prepares exhibit and trial notebook.
- Process or oversee the preparation of various legal documents including court pleadings and correspondence, such as opinions, contracts, motions, subpoenas, and briefs.
- Relieve attorneys of minor legal procedures and administrative details (e.g. answering procedural questions regarding disability retirement, Domestic Relations Orders, Joinders and Subpoenas).



- Research and analyze law sources such as statutes, ordinances, court decisions, civil pleadings, legal documents and articles; analyze elements of case with attorney to identify legal questions; research authorities and pertinent cases on specific points of law; abstract pertinent case law for use in preparation of briefs; shepardize cases.
- Assist attorneys in the preparation of materials, files, and scheduling of witnesses for court.
- Initiate, compose, and format legal documents accurately from drafts or legal form books, verify legal terms, quotes and citations; proof legal drafts and final documents for grammar, accuracy and spelling.
- Maintain awareness of current legal issues and changes to court regulations or proceedings via outside coursework, professional seminars, and publications.
- Review dissolution judgments, power of attorney and subpoenas.
- Perform other related duties as assigned.

Position is “at will” and serves at the pleasure of the Chief Counsel.

Qualifications

Experience: Five (five) years of highly responsible, complex paralegal or secretarial experience in support of an executive or professional in a law office, pension fund, or closely related organization. In addition, a paralegal must meet at least one of the requirements set forth in the Business and Professions Code section 6450, subdivision (c).

Skills: Knowledge of the Microsoft Office suite including Word, Excel and Outlook. 40 w.p.m. minimum corrected typing speed, Legal Database research (Westlaw or Lexis), Legislation research and shepardizing.

Selection Process

Applications must be made by submitting a completed SBCERA Application form and the required Supplemental Questionnaire for this Paralegal job posting. The information you provide will be used to verify and evaluate your job qualifications. Failure to provide a completed SBCERA Application, a completed Supplemental Questionnaire, and/or to provide information on them clearly demonstrating possession of the above job qualifications, will result in elimination from the examination process. The SBCERA Application and Supplemental Questionnaire are available at www.SBCERA.org/Employment.



There will be a competitive evaluation of qualifications based on a review of application materials submitted and may include written examinations, writing exercises, online testing, and/or oral examinations depending on the number of applications received. Further information regarding test content/scheduling will be provided to eligible candidates if an examination is to be administered. Those applicants who clearly demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Chief Executive Officer may specify the number of eligible candidates to be qualified in the selection interview or any part thereof.

To apply, send a completed application materials as specified above electronically to HR@sbcera.org or mail to:

SBCERA
Attn: Human Resources
348 W. Hospitality Lane, 3rd Floor
San Bernardino, CA 92415-0014

Applications must be received by SBCERA by **4:00 p.m. PST April 1, 2016.**

Disclosures

- This is an “at will” position.
- A valid California driver’s license must be maintained.

BENEFITS:

SBCERA offers a generous benefits package including:

- Participation in SBCERA pension plan
- Medical and Dental premium subsidies
- Vision insurance for employee
- 457(b) Plan: After one year of continuous service, employees are eligible for a biweekly employer match equal to $\frac{1}{2}$ times the employee’s contribution up to $\frac{1}{2}\%$ of the employee’s biweekly base salary
- Life Insurance: \$20,000
- Vacation Leave: 80-160 hours/year
- Sick Leave: 3.39 hours/pay period
- Holiday Leave: 13 days + 1 Floating holiday/year
- Perfect Attendance: Annual Gym Membership Reimbursement up to \$299 or 16 hours Perfect Attendance Leave

WORKING HOURS:

Typical working hours are Monday-Friday: 8:00am-5:00pm.



EMPLOYMENT PROCESS:

Application Deadline: Applications, Supplemental Questionnaires, and required supporting documentation must be received by SBCERA by the time and date indicated on this announcement.

Background Investigation: Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

Reference Check: Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a resume, copies of certificates, licenses, diplomas and course transcripts.

Medical Examination: Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

SBCERA is an EEO/ADA Compliant Employer.



EMPLOYMENT APPLICATION

PLEASE COMPLETE ALL ITEMS ON THIS APPLICATION. AN INCOMPLETE OR INACCURATE APPLICATION MAY RESULT IN YOUR ELIMINATION FROM THE EXAMINATION PROCESS.

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Date: _____ Position for which you are applying: _____

PERSONAL INFORMATION

Name (Last), (First) (M.I.) _____

E-Mail Address _____

Present Address (Street or PO Box, City, State and Zip Code) _____

Phone Numbers (cell)
(work)
(home)

Relatives employed by SBCERA, if any (Name/Relationship/Department) _____

If hired, can you provide proof of having a valid California Driver License? Yes No

Any other names used? _____

How did you learn about this position? _____

If hired, on what date can you start work? _____

Monthly Salary Desired \$ _____

EDUCATION

College or University (City, State)	Major/Minor	Type of Degree	Degree Completed? (Yes or No)	No. Units Completed	Quarter or Semester

List any licenses, certifications, special skills, training, or awards.

EMPLOYMENT HISTORY

List employment history including, at a minimum, all work history relevant to the position for which you are applying, beginning with your current or most recent job. If additional space is needed, attach a sheet of paper. Do not refer to a resume. Only those jobs listed on this application will be considered in determining your eligibility. List each job separately, even if the employer is the same. Incomplete information may result in disqualification.

Dates of Employment: From (mm/yyyy) _____ To (mm/yyyy) _____ Hours Worked Per Week _____ Salary Earned: Starting _____ Ending _____ Reason for Leaving: _____	Title/Job Classification _____ Employer _____ Address _____
Name of Immediate Supervisor _____	Job Title of Immediate Supervisor _____
Supervisor's Phone Number _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties Performed _____	



EMPLOYMENT APPLICATION – PAGE 2

Dates of Employment: From (mm/yyyy) _____ To (mm/yyyy) _____ Hours Worked Per Week _____ Salary Earned: Starting _____ Ending _____ Reason for Leaving: _____	Title/Job Classification _____ Employer _____ Address _____
Name of Immediate Supervisor	Job Title of Immediate Supervisor
Supervisor's Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Duties Performed

Dates of Employment: From (mm/yyyy) _____ To (mm/yyyy) _____ Hours Worked Per Week _____ Salary Earned: Starting _____ Ending _____ Reason for Leaving: _____	Title/Job Classification _____ Employer _____ Address _____
Name of Immediate Supervisor	Job Title of Immediate Supervisor
Supervisor's Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Duties Performed

Dates of Employment: From (mm/yyyy) _____ To (mm/yyyy) _____ Hours Worked Per Week _____ Salary Earned: Starting _____ Ending _____ Reason for Leaving: _____	Title/Job Classification _____ Employer _____ Address _____
Name of Immediate Supervisor	Job Title of Immediate Supervisor
Supervisor's Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Duties Performed



EMPLOYMENT APPLICATION – PAGE 3

REFERENCES

List three persons not related to you who have knowledge of your work performance.

Name	Address and Phone	Occupation	No. Yrs Acquainted

ACKNOWLEDGEMENT – IMPORTANT – PLEASE READ BEFORE SIGNING

The information I have provided in this entire application, including any attachments, are true, correct and complete to the best of my knowledge. I further understand that any misrepresentation or material omission may disqualify me from further consideration or, if I am employed, may result in immediate discharge upon discovery.

Unless otherwise noted, I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the San Bernardino County Employees' Retirement Association (SBCERA). SBCERA has my permission to contact all employers and educational institutions to obtain information and verify the accuracy of the information I have provided. I hereby release from liability SBCERA and its representatives for seeking, gathering and using such information.

This application does not constitute an agreement or contract for employment, and any employment offered is at-will.

Name (<i>print</i>):	Social Security Number: XXX-XX-
Signature*:	Date*:

***Your signature and the date signed are required. If the Application is not signed, it may be rejected.**

NOTE: Your completed Application and other examination related information **will not be returned**. Therefore, we recommend that you keep a copy of your completed Application for your personal records.

<p align="center">SBCERA – HR 348 W. Hospitality Lane, Third Floor San Bernardino, CA 92415-0014 HR@sbcera.org www.SBCERA.org</p>



EEO/ADA COMPLIANT EMPLOYER

COMPLETION OF THIS SECTION IS OPTIONAL

In order to comply with Federal and State Employment Opportunity requirements, we would appreciate your voluntary cooperation in providing the following information. This information will only be used for statistical purposes and will be detached from other application materials submitted and will not be used in any way as part of the evaluation process. Completion of this section is optional.

Date: _____

Position for which you are applying: _____

Gender: Male Female

Age Group: Under 40 40 or older

Race/Ethnic Category

American Indian or Alaskan Native: A person having origins in any of the original peoples of North, Central, and South America, and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Two or more of the above categories



PARALEGAL Supplemental Questionnaire

This form must be submitted with your application. This supplemental questionnaire and your application will be reviewed as part of the competitive evaluation process.

PART I: Answer the following questions.

1. Do you have 5 years of highly responsible, paralegal or secretarial full-time experience in support of an executive or professional in a law office, pension fund, or closely related organization? Note: This experience must be reflected on your application. Yes No

2. Please indicate which requirement you meet as set forth in the Business and Professional Code section 6450, subdivision (c) for a paralegal. **You must submit copies of all the supporting documentation (i.e. certification, transcripts, written declaration, etc.) with your application materials for the selection that you mark below. Note: Any written declaration from an attorney must include his or her State of California Bar Association Number.**

Note: Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

A certificate of completion of a paralegal program approved by the American Bar Association.

A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.

A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training must have been completed no later than December 31, 2003.

3. What is your corrected typing speed? _____ Note: A typing certificate must be included with your application materials.

4. Do you have knowledge of legal research databases, such as Westlaw or Lexis? Yes No

5. Do you have knowledge of the Microsoft suite including Word, Excel, and Outlook? Yes No

PART II: Answer each question.

6. Area of Law: Check each area of law in which you have at least six (6) months of ongoing full-time experience.

Area of Law	Time (Years)	Where Used (Work and/or School)	Describe your experience in the specific area of law.
<i>Ex: Family Law</i>	<i>2 years</i>	<i>Acer & Associates</i>	<i>Review and drafting of judgments, child support orders, and requests for order.</i>
Retirement Law (County or State)			
Family Law			
Civil Litigation			
Probate (Guardianship, Estate law, Conservatorship, Powers of Attorney)			
Civil Procedure			

Section III.

Answer each question as completely as possible, providing examples to illustrate your experience. While we are interested in complete responses representing your experience, please be as concise as possible. Please submit your responses to the following questions on separate sheets of paper. Use the Supplemental Questionnaire as your cover page. **Please limit your responses to no more than one-half page typed per question.**

Describe your specific experience in each of the following areas. Each response must include the name of your employer(s), dates of employment where the duty was performed, and the title of your position. Employers listed in response to this questionnaire must also be listed in the work experience section of your application

Writing Experience:

1. Writing legal briefs, pleadings, and motions.
2. Writing letters and memos to attorneys, governmental officials, or clients.
3. Editing legal documents (spelling, grammar, and formatting).
4. Shepardizing cases and statutes.
5. Creating or checking legal citations for accuracy and format.

Research Experience:

6. Using online research tools, such as Westlaw, LexisNexis, or other legal search engines.
7. Using case management software
8. Researching and applying the California Code of Civil Procedure, Civil Code, Family Code, Probate Code, and/or relevant provisions of the Government Code. (Your response to this question may exceed the half-page limit to the extent necessary, if extensive experience with these statutes so requires.)

Trial Preparation Experience:

9. Preparing exhibit binders for hearings.
10. Gathering and analyzing relevant facts and other information that will be provided to attorneys and staff.

Other Legal Experience:

11. Reviewing legal documents such as dissolution judgments, domestic relations orders, powers of attorney, and subpoenas.

ACKNOWLEDGEMENT: The information I have provided on this application and supplemental questionnaire is true, correct, and complete to the best of my knowledge. I understand that if I am employed, any misrepresentation or material omission by me will disqualify me from further consideration or immediate discharge, whenever it is discovered.

I give the San Bernardino County Employees' Retirement Association (SBCERA) the right to contact and obtain information from all employers and educational institutions, and to otherwise verify the accuracy of the information contained in this application and supplemental questionnaire. I hereby release from liability SBCERA and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

This application does not constitute an agreement or contract for any employment and I understand employment is at-will.

Applicant Signature: _____

Date: _____

Print Name: _____

SSN: XXX-XX-_____