Labor Category: Document Review Paralegal

Paralegal Level II

Labor Category Description: Performs routine legal document review and paralegal support tasks under the supervision of attorneys and senior paralegals. Supports large-scale document review projects, routine litigation support activities, and has working knowledge of legal concepts and practices.

Functional Responsibilities may include the following:

- Review, analyze, and code documents for relevance, responsiveness, confidentiality, and privilege using Government-approved eDiscovery platforms
- Assist in identifying key documents and issues relevant to litigation, investigations, or FOIA requests
- Conduct basic legal research using established tools and databases
- Support case file organization, document tracking, and data management
- Assist with preparation of legal documents, summaries, and chronologies
- Identify inconsistencies or gaps in documentation and escalate as appropriate
- Maintain quality and productivity standards established by the Government
- Interviews potential witnesses and prepares summary interview reports for the attorney's review
- Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage
- Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits
- Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions
- Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Minimum Qualifications

- Associate's degree or Paralegal Certificate from an accredited institution (Bachelor's preferred)
- 2 years of relevant experience, or a bachelor's degree and 6 months of relevant experience, or 3 years of paralegal experience
- Basic knowledge of litigation support processes and eDiscovery tools
- Familiarity with legal terminology and document review protocols
- Experience may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training.

Supervision: Needs general supervision from more experienced non-government legal professionals but may also work independently with specific instruction from such non-government employees.

Paralegal Level III

General Description: Performs advanced legal document review and litigation support tasks with a higher degree of independence, with extensive knowledge of legal concepts and practices. May provide guidance to junior staff and support complex legal matters.

Functional Responsibilities may include the following:

- Conduct advanced document review, including issue tagging, privilege determinations, and identification of critical evidence
- Analyze and interpret legal documents in support of case strategy, regulatory review, or FOIA responses
- Analyzes and evaluates case files against litigation worthiness standards
- Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney
- Reviews and analysis of available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys
- Perform in-depth legal research and assist in drafting legal memoranda and case summaries
- Support discovery processes, including document production and quality control review
- Assist attorneys in case development, including witness preparation and evidence organization
- Identify trends, risks, and key issues across large datasets
- Provide mentoring and technical guidance to Level II personnel
- Reviews and analysis of relevant statistics
- Consults with statistical experts on reliability evaluations
- Conduct research for the preparation of legal opinions on matters of interest to the agency
- Ensure compliance with review protocols, deadlines, and quality standards
- Able to work under tight time constraints.

Minimum Qualifications

- Associate's degree or Paralegal Certificate and 4 years of relevant experience, or Bachelor's degree and 2 years of relevant experience, or Juris Doctor degree and 6 months of experience, or 6 years of paralegal experience
- Demonstrated experience with complex litigation, FOIA, or regulatory matters
- Proficiency in eDiscovery platforms (e.g., Relativity or equivalent tools)
- Experience may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training.

Supervision: *Usually* works independently; exercises independent judgment within established guidelines.

Paralegal Level IV

General Description: Serves as a senior technical expert for large-scale document review and litigation support efforts. Analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings; conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts in support of agency attorneys; or other similar legal support functions which require knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Provides strategic support to attorneys and complex review projects.

Functional Responsibilities may include the following:

- Perform expert-level document analysis, including complex privilege determinations and high-risk issue identification
- Coordinate with attorneys on litigation strategy, discovery planning, and FOIA response approaches
- Conduct advanced legal research and assist in drafting high-level legal analyses and reports
- Examines and evaluates information in case files for case litigation worthiness, and appropriate titles of law in support of agency attorneys
- Determines the need for additional information, independent surveys, evidence, and witnesses, and plan a comprehensive approach to obtain this information; Through onsite visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence in support of agency attorneys
- Identifies and categorizes relevant records and other information contained within the record keeping systems. Gathers, sorts, and interprets data from various record systems including computer information systems
- Interviews potential witnesses for information and assists with the preparation of witnesses for court appearances
- Develop statistics and tabulations to provide leads and supportive data for the case litigation. Prepare charts, graphs, and tables to illustrate results.
- Analyzes data, develops recommendations, and justifications for the attorney(s).
- Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files.
- Oversee document productions, ensuring compliance with legal and procedural requirements
- Identify process improvements and implement efficiencies in document review workflows
- Able to work under tight time constraints

Minimum Qualifications

- Requires an associate's degree or Paralegal certification and 8 years of relevant experience, or bachelor's degree and 4 years of relevant experience, or Juris Doctor degree and 2 years of relevant experience, or 10 years of paralegal experience.
- Extensive experience with eDiscovery systems and large-scale review management
- Demonstrated experience on multi-user review platforms and high-volume cases
- Strong understanding of privilege, confidentiality, and federal legal procedures
- Experience may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised

Supervision: Operates with minimal supervision.