



California ISO
Your Link to Power

DIVISION: General Counsel
TITLE: Paralegal
LOCATION: Folsom, CA
DEPARTMENT: Legal and Regulatory

PRIMARY PURPOSE:

Under the supervision of the Manager, Paralegal and Office Administration, responds to various legal and non-legal research, documentation, and other requests from CAISO attorneys. Assists with the monitoring and dissemination of information about relevant agency orders, regulations, legislative proposals and other matters. Assists with the compilation, production and organization of data produced in response to litigation and investigation matters. Assists with other departmental programs as required.

ESSENTIAL JOB FUNCTIONS:

- Compiles, produces and organizes materials in response to various data requests and subpoenas
- Provides assistance with regulatory cases and relevant agency meetings, including monitoring of meetings
- Assists attorneys with Immigration matters
- Assists with the posting of materials on internal and external website
- Assists with coding of documents for Summation database
- Provides support for regulatory and other filings, including drafting, cite checking and proofreading documents
- Provides litigation support
- Provides support to Compliance program, as needed
- Administers third-party confidentiality agreements and distribution of confidential materials
- Provides back-up for Tariff-related filings, as needed
- Provides back-up to other Paralegals, as needed
- Performs legal and non-legal research, as requested
- Adheres to and supports the Core Values of the ISO
- Performs related duties and activities as appropriate

TYPICAL PHYSICAL REQUIREMENTS:

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. Occasionally there may be a requirement to stoop or lift, or handle material or equipment weighing up to 25 pounds. Requires normal manual dexterity and eye-hand coordination, and corrected vision and hearing to normal range.

WORKING CONDITIONS:

Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable. Most of the time is spent in general office or equivalent conditions which result in little or no exposure to injury or accident.

MINIMUM QUALIFICATIONS:

- **Level of Education**
An Associate's degree (two-year program) or equivalent formal training program.
- **Discipline**
Legal Assistant/Paralegal studies or related field.
- **Amount of Experience**
Three or more years related experience.
- **Type of Experience**
Public utility, law firm, public agency or in-house paralegal experience; document production experience; knowledge of administrative agency rules and regulations helpful; knowledge of electrical energy industry helpful; knowledge of Summation database software helpful.

- **Special Certifications of Technical Skills**

Qualification as a Paralegal under Business & Professions Code § 6450.

- **Other**

Excellent analytical, organizational and communication skills required. Good writing skills required. Must be able to accurately and efficiently review and/or produce large volumes of documents in electronic format. Must be detail oriented and able to work effectively and efficiently with deadlines. Must be able to work effectively in a team environment. Knowledge of Summation database software helpful. Must be proficient with Microsoft Word, Outlook, PowerPoint and Excel.

SALARY CLASSIFICATION:

- FLSA: Non-exempt
- Last Date Revised: 7.30.2008