

# COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Paralegal

**DEPARTMENT:** County Counsel

**PHYSICAL DEMAND STRENGTH RATING:** Light/Sedentary

**DATE COMPLETED:** October, 2025

**DIVISION:** All

## INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

## FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

## PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this position work in a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, etc.				Possession of a paralegal certificate or equivalent as provided for by the California Business and Professions Code Section 6450		
Prepares a variety of legal documents such as motions, appeals, briefs, pleadings, complaints, subpoenas, notices, petitions, discoveries, contracts, and service agreements; completes and files documents with the court, following established procedures; monitors court cases and ensures all documents are filed and on the calendar per court rules and regulations.	1	F	Laptop, phone, webcam with microphone, office equipment		E	

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Create and maintain electronic client files using the department's case management software	2	F	Laptop, phone, webcam with microphone, office equipment		E	
Performs legal research under the direction of an attorney; gathers information regarding laws, ordinances, regulations, court decisions, and similar materials related to the office of assignment.	3	O	Laptop, phone, office equipment		E	
Coordinates depositions, pre-deposition, pre-trial consultations and fact-finding meetings for Attorneys; coordinates and/or process subpoenas for records and attendance of employees at court proceedings.	4	O	Laptop, phone, webcam with microphone, office equipment		E	
Responds to inquiries and provides information as appropriate to the public, other County divisions or departments, other public agencies, outside counsel, and defendants regarding cases or legal matters handled by the office of assignment.	5	F	Laptop, phone, webcam with microphone, office equipment		E	
Interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.	6	O	Laptop, phone, webcam with microphone, office equipment		E	
Organizes, indexes, and summarizes research results, including opinions, testimony, and other documents.	7	O	Laptop, phone, office equipment		E	
Reviews and scans various documents received from internal and external sources.	8	C	Laptop, phone, office equipment		E	
Prepares a variety of correspondence and general written materials including reports, charts, spreadsheets, and statistical data;	9	F	Laptop, phone, webcam with microphone, office equipment		E	

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While performing the following duties, employees in this position work in a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, etc.				Possession of a paralegal certificate or equivalent as provided for by the California Business and Professions Code Section 6450		
Relieves attorneys of administrative detail work by preparing attorneys for trial, arranging and calendaring meetings and court dates, preparing agendas and memos, completing travel reimbursement forms, and maintaining office supplies for the office of assignment.	10	F	Laptop, phone, webcam with microphone, office equipment		E	
Confers with attorneys, investigators, and other individuals regarding legal matters.	11	F	Laptop, phone, webcam with microphone, office equipment		N	
Stays current on field-related legal requirements and best practice recommendations through training and industry resources.	12					
Establishes and maintains confidential files and recordkeeping systems; processes documents; maintains and updates legal library and other manuals and resource materials, maintains and updates litigation files and litigation calendars, and performs other legal support services.	13	C	Laptop, phone, webcam with microphone, office equipment		E	
Uses judgment, discretion, technical knowledge, written/oral communication skills, and interpersonal skills to convey information effectively and professionally to the public, County staff, clients, and management. Maintains a professional demeanor and communication style in a manner consistent with County Counsel expectations, policies, practices, and procedures.	14				E	
May provide executive assistant level support to the County Counsel.	15	O	Laptop, phone, webcam with microphone, office equipment		N	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting	All	F			
2 Walking	All	F			
3 Running	N/A	N			
4 Standing	All	F			
5 Bending-Neck	All	O			
6 Bending-Waist	All	O			
7 Squatting	All	O			
8 Climbing	N/A	N			
9 Kneeling	All	O			
10 Crawling	N/A	N			
11 Twisting (neck)	All	O			
12 Twisting (waist)	All	O			
13 Repetitive Hand Use	All	C			
14 Simple Grasping-Right Hand	All	C			
15 Simple Grasping-Left Hand	All	C			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (taking notes manually, typing)	All	F			
19 Fine Manipulation-Left Hand (taking notes manually, typing)	All	F			
20 Pushing and Pulling (right hand) (doors, cabinet drawers)	All	F			
21 Pushing and Pulling (left hand) (doors, cabinet drawers)	All	F			
22 Reaching (above shoulder level)	All	O			
23 Reaching (below shoulder level)	All	O			
24 Lifting-up to 10 lbs. (files, laptops, mobile devices, lifting office supplies, lifting/moving file storage boxes)	All	F			
25 Lifting-11-25 lbs. (lifting inventory supplies, putting away, lifting/moving file storage boxes)	All	O			
26 Lifting-26-50 lbs. (lifting/moving file storage boxes)	All	N			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs.	All	F			
31 Carrying 11-25 lbs.	All	O			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	All	C			
2 Functional color vision, normal or corrected	All	C			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	All	C			
5 A sense of smell or taste	N/A	N			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	C			
2 Follow Written Instructions	C			
3 Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	O			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	O			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	F			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	N			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside	N			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees)	N			
5 Excessive Noise (must raise voice to be heard)	N			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	N			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	N			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	N			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	N			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	N			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	N			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:				

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			N/A
2 DOT Commercial Driver Drug and Alcohol Screening			N/A
3 DOT Commercial Driver Physical Exam			N/A
4 Respirator Physical Exam			N/A
5 Respirator Questionnaire – Short			N/A
6 Respirator Questionnaire – Standard			N/A
7 Blood lead level			N/A
8 Hazardous Waste/Emergency Worker physical			N/A
9 Heavy metal screen (mercury, lead, arsenic)			N/A
10 HINT Hearing Noise Sensitivity Testing			N/A
11 Tuberculosis skin test			N/A
12 Vaccine: MMR			N/A
13 Vaccine: Hepatitis B			N/A
14 Vaccine: Influenza			N/A
15 Vaccine: Meningococcal			N/A
16 Vaccine: Pneumococcal			N/A
17 Vaccine: Rabies			N/A
18 Vaccine: Rabies Titer			N/A
19 Vaccine: Tdap			N/A
20 Vaccine: Chickenpox			N/A

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**