

## Paralegal Studies

### TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

South Plains College's PARALEGAL STUDIES program has established technical standards and essential functions for the program. The ability to meet these standards and essential functions, with or without reasonable accommodations, is required in order to satisfactorily complete the program.

The college does not discriminate in admission or access to programs on the basis of any characteristic protected by law, including disability. Persons with disabilities are eligible for admission, as long as they can carry out classroom and laboratory assignments; pass written, oral and practical examinations; and meet all of the requirements of the program and generally accepted requirements of the profession, with or without reasonable accommodations.

**Disability & Accommodations Services:** If you have a disability or acquire one, you may be entitled to receive support services and/or accommodations intended to assure you an equal opportunity to participate in, and benefit from, the program. Reasonable accommodations for students with disability related needs will be determined on an individual basis taking into consideration the technical standards and essential skills which must be performed to meet the program objectives. To receive more information or to apply for services, please contact the Student Disability Services 806-716-4675 (Reese/ATC/Plainview) or 806-716-2577 (Levelland).

Requirements	Standards	Examples
<b>Critical Thinking</b>	Ability to think critically and to thoroughly analyze legal principles and concepts. Ability to logically and timely apply principles of law to a specific set of facts. Mathematical skills.	Preparation of case briefs, legal memoranda, pleadings and other legal documents. Assisting the attorney in preparation for depositions, hearings and trials. Calculating damages, court costs, and pre- and post-judgment interest. Calculating child support.
<b>Communication</b>	The ability to listen, comprehend, and communicate both verbally and in writing, and in a professional manner, using proper spelling, grammar and punctuation.	Discussing and explaining statutes, cases, and legal principles. Communicating with attorneys, judges and court personnel. Interviewing clients and witnesses. Preparing interview memos and deposition summaries.
<b>Mobility</b>	Physical abilities including standing, sitting, walking, stooping, crawling, reaching, squatting, lifting, and bending.	Use of law library resources, updating law books and manuals, lifting case files, locating and retrieving evidence, and investigating accident and crime scenes.
<b>Motor Skills (Tactile)</b>	Sufficient tactile skills and dexterity to use filing equipment, computers, copiers, video equipment, and other office technology.	Binding pleadings and legal documents. Preparing video and PowerPoint presentations. Assembling client files and appellate briefs.

<b>Hearing</b>	Sufficient auditory perception to receive and comprehend verbal communication from judges, lawyers, clients, and co-workers.	Conducting client and witness interviews, preparing video/audio transcripts, and implementing the attorney's instructions. Communicating with court personnel to schedule hearings and trials.
<b>Visual</b>	Sufficient visual acuity to read "fine print," medical records, deeds, Wills, and other legal documents. Ability to observe deposition and trial witnesses, investigate cases and conduct legal research.	Reading cases, statutes, constitutions, depositions, and use of a legal dictionary. Conducting investigations and use of legal resources.
<b>Safety</b>	Ability to follow and implement physical safety and information security guidelines in public and in law office and court settings.	Follow ethical requirements of the Texas Disciplinary Rules of Professional Conduct. Use appropriate security measures to protect client confidentiality.