Davidson County Community College
Paralegal Technical Standards

Criterion	Standard	Example
Cognitive	A. Ability to read and interpret various sources of law. B. Ability to think critically about various legal issues.	1. Example: Find and explain various sources of primary and secondary law. 1. Example: Apply the current law to a variety of fact situations. 2. Example: Perform title searches.
Communication	A. Ability to listen actively. B. Ability to speak and write effectively.	1. Example: Interview witnesses and clients. 2. Example: Summarize interviews. 1. Example: Communicate clearly in written and oral form for attorneys, clients, and court officials. 2. Example: Draft legal documents for the review of an attorney.
Motor Skills	A. Sufficient motor function to execute movements required to perform general paralegal duties. B. Sufficient physical endurance to participate fully in the lab and academic settings at an appropriate level.	1. Example: Participate, with reasonable limits, to safely maneuver equipment and data to perform duties within scope of work. 2. Example: Travel to trial locations, locations to search titles and use location skills to develop accident scenes. 1. Example: Participate completely in classroom activities. 2. Example: Participate fully in required activities in the clinical setting including extended periods of standing, lifting equipment, and walking briskly as is reflective of the general practice of a paralegal.
Professional Conduct	A. Understand and demonstrate ethical behavior.	1. Example: Evaluate ethical dilemmas in all areas of legal practice. 2. Example: Find and interpret ethical rules for paralegals, attorneys, and judges. 3. Example: Treat instructors and other students in a way that is both honest and fair. 4. Example: Demonstrate integrity.
Sensory	A. Hearing sufficient B. Vision sufficient	1. Example: Hear clients and witnesses in interviews. 1. Example: Has sufficient vision to read and research cases. 2. Example: Has sufficient vision to handle evidence and view case scenes.