

### Class Concept

This is paralegal work performed under the general supervision of an attorney in the Attorney General's office, a general counsel for an agency of State Government, or an agency legal specialist. Employees are responsible for a variety of assignments which may include but not be limited to drafting, reviewing, and approving for form and legality various legal instruments; preparing routine opinions on regulations, procedures, and operations of a unit or agency, for an attorney's/agency general counsel's approval; handling complaints and inquiries of a legal nature from the general public, and administratively maintaining a law office. Work involves research into laws and legal precedents. Employees may present findings with preliminary legal analysis subject to professional legal review. Work is reviewed through inspection, conferences, reports, and review of completed work.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Basic knowledge of case, statutory, and common law.
- Basic knowledge of judicial and quasi-judicial procedures and the rules of evidence.
- Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office.
- Ability to summarize facts and evidence, and prepare legal instruments.
- Ability to communicate clearly and logically in oral and written form.
- Ability to utilize technology in research and writing assignments.
- Ability to create spreadsheets to capture and analyze data.
- Ability to maintain effective working relationships with persons contacted in the course of work.

#### Minimum Education and Experience

Graduation from an appropriately accredited institution for paralegal training; or

Bachelor's degree from an appropriately accredited institution and one year of substantive paralegal experience; or

High school or General Education Development (GED) diploma and five years of paralegal experience performing delegated, substantive legal work; or an equivalent combination of education and experience.