

Class Concept

This is specialized paralegal work in a variety of complex, program areas or specialty fields usually in support of the activities of a professional legal position or staff. Employees in this class perform a wide variety of paralegal functions including drafting complex legal documents and contracts, conducting legal research into complex issues without specific precedence, and acting as a front-end interface with clients, staff, and attorneys/agency general counsels for the purposes of screening calls and/or summarizing communications between outside parties and the legal staff. The employee usually has considerable involvement in complex litigation including participation in data gathering and preparation of exhibits, documents, and affidavits. The employee may also be responsible for the scheduling of witnesses, and the organization of supporting documents, exhibits, and evidence. Employees in this class are given considerable latitude in decision-making and decisions frequently must be made in which the consequence of error could have significant impact on the legal office, the agency, its clients, or the segments of the public served by the agency. Employees work independently to perform judicial support and court management activities. Work is performed with considerable independence, and in many cases the employee is expected to determine when assistance is required of the professional legal staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the program areas or legal specialties to which the employee will be assigned.
- Thorough knowledge of case, statutory, and common law.
- Thorough 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 and three years of experience as a paralegal; or

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

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