

Class Concept

This is specialized paralegal work within a complex program area or specialty field, usually in support of the activities of a professional legal position or staff. Employees in this class perform a variety of paralegal functions including drafting complex legal documents and contracts, researching complex issues without specific precedence, and interfacing on a front-end basis with clients, staff, and attorneys/ agency general counsels for the purpose of screening calls and/or summarizing communications between outside parties and the legal staff. If involved in litigation, the employee may participate 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, the agency's clients, or segments of the served by the agency. Employees may work independently to perform judicial support and court management activities. Work is complex and requires specific training in the specialty field or program area to which the employee is assigned; however, work assignments are not varied and non-recurring as those found at the Paralegal III level.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the program area or legal specialty to which the employee will be assigned.
- Considerable knowledge of case, statutory, and common law.
- Considerable 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 two years of experience as a paralegal; or

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

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