

Specification for Class of

PARALEGAL 1

Abolished Effective July 1, 2007

Definition: Under the supervision of an assistant attorney general, performs paralegal work (e.g., analyzing facts, composing initial drafts of documents and pleadings, interviewing witnesses, etc.) on assigned cases or projects at an entry level. These positions possess sufficient knowledge, training and experience to perform work which, absent the paralegal, would for the most part be performed by an assistant attorney general.

Distinguishing Characteristics: This is a paraprofessional class and is distinguished from legal clerical classes in that it involves performing paralegal work (assisting attorneys in the practice of law) delegated by an assistant attorney general as opposed to performing legal clerical duties.

Typical Work

Under the supervision of an assistant attorney general, may perform the following substantive legal work:

Collects, organizes and analyzes factual information and documents related to litigation, potential litigation, or legal services to a state agency client;

Organizes and maintains litigation, investigation, and research files and tracks case status;

Logs and assists with the organization, preparation, and, in certain cases, microfilming of large volumes of documents;

Responsible for composing, organizing, and entering information into computer data bases;

Selects documents from data bases and document sets using listings and other indexes;

Investigates facts of cases and interviews potential witnesses;

Prepares interrogatories, requests for documents, and responses to the same;

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Prepares questions for depositions and summarizes deposition contents;

Identifies, compiles and prepares documents for discovery and trial;

Organizes and prepares trial notebooks by selecting relevant pleadings and exhibits to be used at trial;

Takes notes and summaries at depositions and trials;

Composes legal notices, pleadings and other legal documents;

Negotiates, under close supervision, claims with recurring or readily identifiable legal concepts or simple fact patterns; or claims of moderate monetary impact;

Performs other work as required.

Minimum Qualifications

Two years' experience as a paralegal or legal assistant.

OR

Graduation from an accredited two-year paralegal or legal assistant course.

OR

Graduation from an accredited four-year college and completion of a nine-month legal assistant program or paralegal program or one year paralegal or legal assistant experience.

OR

Three years' experience as a legal secretary and 30 quarter or equivalent semester hours in nonsecretarial legal courses which are normally part of a paralegal or legal assistant course at a college or community college.

New class: 9-14-79

Revised definition, distinguishing characteristics, and minimum qualifications and title change (formerly Antitrust Legal Examiner 1): 9-13-85

Revised minimum qualifications: 7-10-87

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Revised definition, distinguishing characteristics, and minimum qualifications and title change (formerly Legal Examiner 1): 2-15-91