

Legal Support Series

<u>No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Prob. Period</u>	<u>Class Spec Effective Date</u>	<u>Exam Effective Date</u>	<u>Last Action</u>
<u>0273</u>	<u>Legal Assistant 1</u>	<u>02 Semi-Professional</u>	<u>6 mo.</u>			<u>New</u>
<u>0274</u>	<u>Paralegal Assistant</u>	<u>02 Semi-Professional</u>	<u>6 mo.</u>	<u>07/01/2022</u>	<u>07/01/2022</u>	<u>Revised</u>

Promotional Line: 392

Series Narrative

Employees in this series perform paraprofessional legal support work. Duties require knowledge of legal terminology, procedures, and document formatting. Work involves preparing and reviewing legal documents, such as summonses, complaints, motions, subpoenas, memoranda, briefs, and related correspondence. Employees may also assist with or perform legal research.

Legal Assistant 1

Function of Job

Employees in the Legal Assistant 1 classification perform entry-level work in the review, analysis, and processing of complaints, appeals, enforcement actions, applications, rulings, decisions, transactional documents, or other legal documents. Employees are instructed in and review legal documents for compliance with applicable laws, regulations, or terms of financial assistance or agreements; and develop preliminary recommendations for further action.

Employees in this classification may also perform a variety of legal secretarial and staff support work, including word processing and formatting of legal documents from written or dictated sources, preparing trial and hearing materials in appropriate formats, drafting responses to routine inquiries, drafting contracts and transactional documents, maintaining legal files, maintaining dockets, entering cases in an electronic database and tracking due dates for attorneys, verifying citations, utilizing electronic databases or library resources to obtain copies of statutes and regulations, and filing legal documents with various courts, prothonotaries, and agencies.

This work typically involves handling sensitive and confidential matters consistent with attorney-client privilege. The review of legal documents for compliance with applicable laws, regulations, or funding requirements is subject to considerable guidance and close supervision initially and upon introduction of new or unusual assignments. As experience is gained, reviews of a routine nature may be conducted independently. Work is performed with considerable independence under the direction of a higher-level supervisor or attorney who reviews the work for timeliness, accuracy, proper formatting, and adherence to procedural and other legal requirements.

Characteristic Duties and Responsibilities

1. Assists in the review and analysis of recommendations, complaints, appeals, rulings or decisions for consistency with the laws and regulations.
2. Gathers information related to legal and regulatory requirements through research and investigation as instructed.
3. Reviews routine enforcement actions to ensure compliance with departmental regulations, proper application of law, adherence to procedure, and appropriate documentation of evidence of violations.
4. Prepares briefs, motions, pleadings, contracts, reports, court filings, and other legal documents in appropriate formats for various court and administrative proceedings and transactions using word processing software.
5. Proofreads and corrects drafts.
6. Prepares standard legal forms, including no-show orders, certifications of documents, transactional documents, and subpoenas.
7. Provides hearing or trial support by reviewing files and assembling exhibits, witness information, and compiling hearing records.
8. Assists in transaction settlements, closing, and amendments by collecting or preparing routine supporting documentation.
9. Schedules hearings and appointments, makes travel arrangements for attorneys, and coordinates attendance at conferences, classes, and seminars.
10. Writes responses to routine inquiries for signature by the Chief Counsel or other attorneys.
11. Maintains case, legislation, or regulation tracking, and other legal information using electronic databases.
12. Advises attorneys of important due dates and upcoming trial, settlement, closing, and hearing commitments.
13. Processes and files documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each entity.

14. Utilizes electronic databases or library resources to obtain copies of cases, statutes, and regulations for attorneys.

15. Shepardizes citations and utilizes research tools such as LexisNexis.

16. Opens, logs, and distributes incoming mail.

17. Handles telephone calls from courts, clients, opposing counsel, agency staff, and the general public.

18. Maintains legal office files and law library.

19. Performs related work as required.

Minimum Acceptable Qualifications

Education, Experience, or Training:

1. One of the following:

A. A bachelor's degree (or 120 credit hours) in any discipline,

- OR -

B. An associate degree (or 60 credit hours) in any discipline and 18 months of responsible legal, clerical, enforcement, or investigative work experience, or work experience that has provided skills in business, communication, customer service, education, human resources, office support, or a field that provides skills in the Knowledge, Skills, and Abilities listed below,

- OR -

C. Three years of responsible legal, clerical, enforcement, or investigative work experience, or work experience in a field that provides skills in the Knowledge, Skills, and Abilities listed below.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge of appropriate format and composition of business letters, reports, meeting minutes, charts, and memoranda.

2. Skill in detail orientation to identify errors, maintain accuracy, and ensure work quality.

3. Ability to read, comprehend, and interpret laws, rules, and regulations.

4. Ability to gather, organize, and analyze factual information.

5. Ability to learn to apply legal and regulatory standards.
6. Ability to learn and apply legal office procedures and practices.
7. Ability to learn and use legal terminology.
8. Ability to learn the proper format and composition of briefs, pleadings, transactional, and other legal documents.
9. Skill in using a standard computer keyboard.
10. Ability to research legal procedures to ascertain proper formats of documents and protocol for submission of documents, including court filings.
11. Ability to express ideas clearly and concisely, both verbally and in writing, and to compose routine correspondence.
12. Ability to follow verbal and written instructions.
13. Ability to establish and maintain effective working relationships with fellow employees and the general public.
14. Ability to use information technology tools and software in a Windows and Microsoft Office environment.
15. Ability to use a computer to produce correspondence, memoranda, reports, and other standard business documents.
16. Ability to prepare documents in prescribed legal formats.
17. Ability to proofread materials, recognize errors, and make corrections.
18. Ability to use discretion and judgment in dispensing information, and referring and directing callers and visitors.

Paralegal Assistant

Function of Job

To render skilled direct paralegal assistance to lawyers by conducting legal research, preparing and reviewing cases prepared by clients for hearings, answering questions, and preparing documents for use through the judicial system.

Characteristic Duties and Responsibilities

A(n) Paralegal Assistant typically -

1. under direction and review of a supervising attorney, conducts legal research that includes analyzing legal decisions, opinions, rulings, memoranda, and other legal material, selecting principles of law, and preparing digests of the points of law involved;
2. under direction and review of a supervising attorney, selects, assembles, summarizes, and compiles substantive information on legal instruments and subjects and prepares correspondence and sample material for general use;
3. under direction and review of a supervising attorney, interviews clients, investigates legal questions presented, and answers questions where interpretations of applicable legal provisions, regulations, precedents, and agency policies are available;
4. under direction and review of a supervising attorney, reviews applications, legal documents, or cases submitted by clients on the basis of pertinent laws, regulations, policies, and precedent decisions for use in pro se cases in certain fields of law;
5. may file documents in court on behalf of client or employer;
6. initiates, refines, and maintains referral list of local, state, and national organizations and agencies that specialize in specific legal issues;
7. may direct and coordinate activities of clerical employees;
8. performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling three (3) years (36 months) from the following categories:
(Credit for college training must be evaluated on the basis of one month of experience being equivalent to 3 1/3 semester hours of general university courses.)
 - A. Bachelor's degree
 - B. Three (3) years (36 months) of progressively more responsible experience providing assistance to attorneys or others in the field(s) of civil and/or criminal law (such as clerical and/or technical assistance in civil and/or criminal law)

2. Any one or combination from the following categories:
(Credit for college training must be evaluated on the basis of one month of paraprofessional experience being equivalent to 2.5 semester hours in the above-mentioned fields.)
 - A. One (1) year (12 months) of paraprofessional experience in the field(s) of civil and/or criminal law (such as experience researching and drafting legal briefs and memoranda, abstracting depositions, preparing motions, interrogatories, or post-judgment documentation, etc.)
 - B. Thirty (30) semester hours of credit for college course work in paralegal studies, law, or law-related fields
- (NOTE: Graduation from a legal assistant program approved by the American Bar Association or certification as a Legal Assistant by the National Association of Legal Assistants satisfies all the credential requirements of this class.)*
3. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position may be required.

Knowledge, Skills and Abilities (KSAs)

1. Ability to effectively communicate orally and in writing.
2. Ability to deal effectively with individuals and groups.
3. Ability to apply specialized knowledge of particular laws, regulations, precedents, or agency practices.