

**CLASS TITLE:**

**PARALEGAL AIDE**

**Class Code: 02461300**

**Pay Grade: 14A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the performance of a variety of paralegal duties directly related to the support and maintenance of an extensive legal services program within a state department or agency; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed usually upon completion for results obtained and conformance to established policies, rules, regulations and practices.

**SUPERVISION EXERCISED:** May supervise the work of clerical subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the performance of a variety of paralegal duties directly related to the support and maintenance of an extensive legal services program within a state department or agency.

To be responsible for performing legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda, and other legal material for review, approval and use by a superior.

To be responsible for gathering, assembling, summarizing and compiling substantive information on various legal issues and matters.

To assist in investigating facts and law of case to determine causes of action and to prepare such case accordingly.

To be responsible for analyzing facts and legal questions and providing paralegal assistance in answering such questions by interpreting applicable legal provisions, regulations, precedents and policies when possible.

To assist in the adjudication of applications or cases on the basis of pertinent laws, regulations, policies and precedent decisions.

To be responsible for the maintenance of legal files and case controls, and as required, to extract information from such legal files, as well as prepare legal forms and documents.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of office practices, policies and procedures as it relates to legal services within a state department of agency; the ability to assist in the interpretation and application of laws, rules, regulations, and precedents; the ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data in a clear, concise manner for utilization by a superior; the ability to communicate effectively by preparing both oral and written reports; the ability to establish and maintain effective working relationships with superiors, associates, and other individuals and groups; as required, the ability to supervise and review the work of a subordinate staff; the ability to maintain legal files and extract information from such files upon request; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school supplemented by completion of an accredited paralegal training program; or

Experience: Such as may have been gained through: considerable employment in a legal office performing various para-professional duties relative to an extensive legal services program.

Class Created: November 24, 1985

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