

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Paralegal/Legal Assistant	<u>SERIES NUMBER</u> 6381AG
<u>MAJOR AGENCIES</u> Attorney General only	<u>EFFECTIVE</u> 1/12/2014

SERIES PURPOSE

The purpose of the paralegal/legal assistant occupation is to assist licensed attorneys with research, analysis, evaluation & preparation of federal &/or state cases for depositions, trials, &/or administrative proceedings.

At the first level, incumbents assist section attorney(s) by researching federal &/or state statutes, recorded judicial decisions, case & statutory law, reference materials & other legal sources & by preparing legal documents &/or responses to inquiries, complaints, claims or legal/administrative/procedural issues.

At the second level, incumbents serve as a lead worker over persons or projects & assist section attorney(s) by analyzing & evaluating complex legal findings & documentation for deposition, trial &/or administrative proceedings, prepares drafts of legal documents under general direction of assigned counsel, serving as trial support specialist, e-discovery expert, &/or other similar designated expert, specialist or advanced role to attorney(s) in complex litigation &/or administrative proceedings.

<u>JOB TITLE</u> Paralegal/Legal Assistant 1	<u>JOB CODE</u> 63810AG	<u>PAY GRADE</u> 09	<u>EFFECTIVE</u> 1/12/2014
--	-----------------------------------	-------------------------------	--------------------------------------

CLASS CONCEPT

The first level class works under direct supervision & requires working knowledge of legal research & analysis & laws & rules applicable to assigned section operations in order to assist section attorney(s) by researching & analyzing federal &/or state statutes, recorded judicial decisions, case & statutory laws, reference materials & other legal sources & by preparing legal documents & responses to inquiries, complaints, claims or legal/administrative/procedural issues.

<u>JOB TITLE</u> Paralegal/Legal Assistant 2	<u>JOB CODE</u> 63811AG	<u>PAY GRADE</u> 10	<u>EFFECTIVE</u> 1/12/2014
--	-----------------------------------	-------------------------------	--------------------------------------

CLASS CONCEPT

The second level class works under general direction & serves as lead worker over lower level paralegals/legal assistants & legal &/or non-legal office support staff, or over major projects or specific subject areas within an assigned section. The class requires considerable analytical ability, judgment, discretion & knowledge of complex litigation &/or administrative proceedings, comprehensive knowledge of legal research, laws & rules, program principles, concepts, policies & objectives applicable to assigned departmental operations in order to independently analyze & evaluate complex legal findings & documentation for deposition, trial &/or administrative proceedings, prepares drafts of legal documents & serves as trial support specialist, e-discovery expert, &/or other similar designated expert, specialist, or advanced role to attorney(s) in complex litigation &/or administrative proceedings.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Paralegal/Legal Assistant 1	63810AG	47	1/12/2014	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists section attorney(s) in research, analysis, evaluation, & preparation of federal &/or state cases for depositions, trials, &/or administrative proceedings; researches federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials; prepares responses to inquiries, complaints, claims, legal/administrative/procedural issues; in routine legal matters, serves as trial preparation & trial support assistant, routine e-discovery assistant &/or similar designated assistant, or in support role to attorney(s) in routine litigation &/or administrative proceedings.

Under direct supervision of section attorney(s), uses document management software to draft legal briefs & memoranda, contracts, pleadings, motions, affidavits, legislation, rules &/or regulations &/or prepares case summaries, legal documents & reports for review, approval & signature of &/or use by licensed attorney; reviews leases &/or contracts; assists in settlement negotiations; maintains case calendars & case files; manually &/or electronically files legal documents with court on behalf of attorney; responds to general inquiries; disseminates information on promulgation of administrative rules; schedules hearings pursuant to chapter 119 of revised code.

Uses document management software to prepare legal correspondence; edits, enters, &/or verifies data to produce legal documents; compiles &/or produces appendix materials for briefs & other needed documents for depositions, trials &/or administrative proceedings; maintains electronic &/or paper files; maintains case calendars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legislative &/or administrative rule processes*; legal research; legal terminology; legal issue recognition; case & statutory interpretation; legal analysis; state &/or federal laws & rules applicable to assigned department*; court filing procedures; legal correspondence; rules of evidence. Skill in use of personal computer & Microsoft software (e.g., Word, Access, Excel & PowerPoint), case & document management software, photocopier, scanning, electronic &/or manual redaction techniques & other office equipment&/or software*. Ability to use proper research methods in gathering data; deal with many variables & recommend specific course of action; prepare legal &/or procedural materials & related information for review, approval & signature &/or use by licensed attorney; handle sensitive & routine inquiries from & contacts with public, legal personnel, business officials &/or clients; work as part of team.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of certificated program for paralegal or legal assistant.

-Or successful completion of 12 mos. of education from an accredited law school.

-Or 24 mos. paid work exp. as paralegal/legal assistant.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Paralegal/Legal Assistant 2	63811AG	47	1/12/2014	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker over lower level paralegals &/or office support staff (e.g., provides work direction, research, &/or training support to section paralegals &/or office support staff) or over major projects or specific subject areas within assigned section.

Under general direction of section attorney(s), assists section attorney(s) in research, analysis, evaluation, & preparation of complex federal &/or state cases, statutes, legislation & agency rules & regulations for depositions, trials, &/or complex administrative proceedings; analyzes & evaluates complex legal findings & documentation for depositions, trials &/or administrative proceedings; using document management software, composes drafts of briefs, pleadings &/or other legal documents, including discovery & pre-trial documents, serves as trial preparation & trial support specialist, complex e-discovery expert, &/or other similar designated expert, specialist, or advanced role to attorney(s) in complex litigation &/or administrative proceedings.

Compiles case information (e.g., contacts client, attorneys, clerks, witnesses &/or court reporters) electronically or through correspondence; uses technical expertise in litigation support to manage office records, including active & archived legal documents; prepares case files & documents in preparation for court or presentations to grand jury; using document management software, prepares demonstrative exhibits &/or documents using technological expertise (e.g., exhibits containing graphics); reviews court transcripts & other legal documents; manually &/or electronically files legal documents on behalf of attorney(s); maintains case calendars & case files, serves as liaison between attorney & outside legal counsel; schedules hearings pursuant to chapter 119 revised code.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legislative &/or administrative rule processes; legal research; legal terminology; legal issue recognition; case & statutory interpretation; legal analysis; state &/or federal laws & rules applicable to assigned department; court filing & e-discovery procedures; legal correspondence; rules of evidence; employee training & development; lead work. Skill in use of personal computer & Microsoft software (e.g., Word, Access, Excel, & PowerPoint), case & document management software, photocopying, scanning, electronic &/or manual redaction techniques & other office equipment &/or software. Ability to use research methods in gathering data; deal with many variables & determine specific course of action; prepare-legal &/or procedural materials & related information for review, approval & signature &/or use by licensed attorney; manage multiple demands or tasks on projects &/or assignments; review & evaluate progress of projects &/or assignments; handle sensitive & routine inquiries from & contacts with general public, legal personnel, business officials &/or clients; work independently & as part of team; communicate effectively on project information in team setting.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree **OR** Bachelor's core program in paralegal studies or related field **AND** successful completion of certificated program for paralegal or legal assistant **AND** 48 mos. exp. as Paralegal/Legal Assistant 1, 63810.

-Or, Associate's degree **OR** Bachelor's core program in paralegal studies or related field **AND** successful completion of certificated program for paralegal or legal assistant **AND** 48 mos. exp. in legal research & writing.

-Or successful completion of 24 mos. of education from an accredited law school.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.