

SECRETARY OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
PARALEGAL/CERTIFIED PARALEGAL

SERIES NO.:
6381

MAJOR AGENCIES:
SECRETARY OF STATE ONLY

EFFECTIVE DATE
10/11/2000

SERIES PURPOSE:

THE PURPOSE OF THE PARALEGAL OCCUPATION IS TO CONDUCT RESEARCH OF FEDERAL &/OR STATE STATUTES, RECORDED JUDICIAL DECISIONS & OTHER LEGAL SOURCES & REFERENCE MATERIALS IN ORDER TO PREPARE RESPONSES TO INQUIRIES, COMPLAINTS, CLAIMS OR LEGAL/ADMINISTRATIVE PROCEDURAL ISSUES TO ASSIST DEPARTMENTAL ATTORNEYS.

CLASS TITLE
PARALEGAL

CLASS NUMBER:
63810

EFFECTIVE DATE
10/11/2000

CLASS CONCEPT:

THE DEVELOPMENT LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES WORKING KNOWLEDGE OF LEGAL RESEARCH & ANALYSIS & LAWS & RULES APPLICABLE TO ASSIGNED DEPARTMENT'S OPERATIONS IN ORDER TO PREPARE RESPONSES TO INQUIRIES, COMPLAINTS, CLAIMS OR LEGAL/ADMINISTRATIVE PROCEDURAL ISSUES, & PREPARE VARIOUS LEGAL & RELATED MATERIALS FOR REVIEW, APPROVAL, SIGNATURE &/OR USE BY LICENSED ATTORNEY.

CLASS TITLE
CERTIFIED PARALEGAL

CLASS NUMBER:
63811

EFFECTIVE DATE
10/11/2000

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF LEGAL RESEARCH & ANALYSIS & LAWS & RULES APPLICABLE TO BE ASSIGNED DEPARTMENT'S OPERATIONS IN ORDER TO PREPARE RESPONSES TO COMPLEX INQUIRIES, COMPLAINTS, CLAIMS OR LEGAL/ADMINISTRATIVE PROCEDURAL ISSUES, & PREPARE VARIOUS LEGAL & RELATED MATERIALS FOR REVIEW, APPROVAL, SIGNATURE &/OR USE BY LICENSED ATTORNEY. PROVIDES GUIDANCE & ASSISTANCE TO PARALEGAL AS REQUIRED.

CLASS TITLE PARALEGAL	CLASS NUMBER: 63810	BARGAINING UNIT: 40
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EFFECTIVE DATE:

10/11/2000

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.)

RESEARCHES FEDERAL &/OR STATE STATUTES, RECORDED JUDICIAL DECISIONS & OTHER LEGAL SOURCES & REFERENCE MATERIALS IN ORDER TO REVIEW CORPORATE FILINGS OR PREPARE RESPONSES TO INQUIRIES, COMPLAINTS, CLAIMS OR LEGAL/ADMINISTRATIVE PROCEDURAL ISSUES TO ASSIST DEPARTMENTAL ATTORNEY.

DRAFTS MEMORANDA OR REGULATIONS &/OR PREPARES CASE SUMMARIES, LEGAL DOCUMENTS & REPORTS FOR REVIEW, APPROVAL & SIGNATURE OF &/OR USE OF &/OR USE BY LICENSED ATTORNEY; REVIEWS LEASES &/OR CONTRACTS; NEGOTIATES SETTLEMENTS; FILES LEGAL DOCUMENTS WITH COURT ON BEHALF OF ATTORNEY; RESPONDS TO GENERAL INQUIRIES; DISSEMINATES INFORMATION ON PROMULGATION OF ADMINISTRATIVE RULES.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF LEGAL RESEARCH; LEGAL TERMINOLOGY; LEGAL ISSUE RECOGNITION; CASE & STATUTORY INTERPRETATION; LEGAL ANALYSIS LAW; STATE &/OR FEDERAL LAWS & RULES APPLICABLE TO ASSIGNED DEPARTMENT*; COURT FILING PROCEDURES; LEGAL COMMUNICATION; RULES OF EVIDENCE. SKILL IN USE OF TYPEWRITER, PHOTOCOPIER, VIDEO DISPLAY TERMINAL & OTHER OFFICE EQUIPMENT*. ABILITY TO USE PROPER RESEARCH METHODS IN GATHERING DATA; DEAL WITH MANY VARIABLES & DETERMINE RECOMMENDED SPECIFIC COURSE OF ACTION; PREPARE LEGAL/PROCEDURAL MATERIAL & 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.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

FOUR YEARS EXP. IN THE PUBLIC OR PRIVATE SECTOR WITH EXPERIENCE IN PROCESSING &/OR PREPARATION OF BUSINESS AND CORPORATE FILINGS AS FILED WITH THE SECRETARY OF STATE.

-OR 24 MOS. EXP. AS A PAID LEGAL ASSISTANT OR PARALEGAL.

-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:

NOT APPLICABLE.

CLASS TITLE CERTIFIED PARALEGAL	CLASS NUMBER: 63811	BARGAINING UNIT: 40
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EFFECTIVE DATE

10/11/2000

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.)

RESEARCHES FEDERAL &/OR STATE STATUTES, RECORDED JUDICIAL DECISIONS & OTHER LEGAL SOURCES & REFERENCE MATERIALS IN ORDER TO REVIEW & PROCESS CORPORATE FILINGS OR PREPARE RESPONSES TO COMPLEX INQUIRIES, COMPLAINTS, CLAIMS OR LEGAL/ADMINISTRATIVE PROCEDURAL ISSUES TO ASSIST DEPARTMENTAL ATTORNEY. PROVIDES GUIDANCE AND ASSISTANCE TO PARALEGAL AS REQUIRED.

DRAFTS 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 OF &/OR USE BY LICENSED ATTORNEY; REVIEWS LEASES &/OR CONTRACTS; NEGOTIATES SETTLEMENTS; FILES LEGAL DOCUMENTS WITH COURT ON BEHALF OF ATTORNEY; RESPONDS TO COMPLEX INQUIRIES; DISSEMINATES INFORMATION ON PROMULGATION OF ADMINISTRATIVE RULES; SCHEDULES HEARINGS PURSUANT TO CHAPTER 119 OF REVISED CODE.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF LEGISLATIVE/ADMINISTRATIVE RULE PROCESSES; LEGAL RESEARCH; LEGAL TERMINOLOGY; LEGAL ISSUE RECOGNITION; CASE & STATUTORY INTERPRETATION; LEGAL ANALYSIS LAW; STATE &/OR FEDERAL LAWS & RULES APPLICABLE TO ASSIGNED DEPARTMENT; COURT FILING PROCEDURES; LEGAL COMMUNICATION; RULES OF EVIDENCE. SKILL USE OF TYPEWRITER, PHOTOCOPIER, VIDEO DISPLAY TERMINAL & OTHER OFFICE EQUIPMENT. ABILITY TO USE PROPER RESEARCH METHODS IN GATHERING DATA; DEAL WITH MANY VARIABLES & DETERMINE RECOMMENDED SPECIFIC COURSE OF ACTION; PREPARE LEGAL/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.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

SUCCESSFUL COMPLETION OF CERTIFICATION PROGRAM WHICH IS APPROVED BY THE AMERICAN BAR ASSOCIATION FOR PARALEGAL OR LEGAL ASSISTANT.

-OR FOUR YEAR DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY AND CURRENTLY ENROLLED IN A POSTGRADUATE LAW SCHOOL PROGRAM.

-OR HOLDS A LEGAL INTERN CERTIFICATE FROM THE OHIO SUPREME COURT.

-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.