

<b>STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION</b>	<b><u>CLASSIFICATION SERIES:</u></b> Paralegal/Legal Assistant	<b><u>SERIES NO.:</u></b> 6381
	<b><u>MAJOR AGENCIES:</u></b> All Agencies	<b><u>EFFECTIVE:</u></b> 12/09/2018

**SERIES PURPOSE:**  
The purpose of the paralegal/assistant legal occupation is to assist departmental attorney.

At the first level, incumbents conduct research of federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to review corporate filings or student loan bankruptcies or prepare responses to inquiries, complaints, claims or legal/administrative procedural issues to assist departmental attorney or office of attorney general.

At the second level incumbents assist attorneys in analyzing & identifying legal findings & independently write legal memoranda to support findings, assist attorneys in defining & drafting potential issues in cases, locate & review cases & statutory laws & assist attorneys in making merit decisions regarding complex issues of law (i.e., make evaluations regarding casework).

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Paralegal/Legal Assistant 1	63810	27	08/03/1997

**CLASS CONCEPT:**  
The developmental level class works under general supervision & requires working knowledge of legal research & analysis & laws & rules applicable to assigned department's operations in order to review corporate filings or student loan bankruptcies or 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.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Paralegal/Legal Assistant 2	638111	29	12/09/2018

**CLASS CONCEPT:**  
The full performance level class works under general supervision & requires considerable knowledge of legal research & analysis & laws & rules in order to analyze & identify legal findings & independently write legal memoranda to support findings, assist attorneys in defining & drafting potential issues in cases, locate & review cases & statutory laws & assist attorneys in making merit decisions regarding complex issues of law (i.e., make evaluations regarding casework).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Paralegal/Legal Assistant 1	63810	14	08/03/1997	27

**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 student loan bankruptcies or prepare responses to inquiries, complaints, claims or legal/administrative procedural issues to assist departmental attorney.

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 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; 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 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 materials & related information for review, approval & signature &/or use attorney; handle sensitive & routine inquiries from & contacts with public, legal personnel, business officials &/or clients.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of certification program for paralegal or legal assistant.

-Or 12 mos. law school training.

-Or equivalent of Minimum Class Qualification 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 RANGE</u>
Paralegal/Legal Assistant 2	63811	14	12/09/2018	29

**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 attorneys in analyzing & identifying legal findings & independently writes legal memoranda to support findings, assists attorneys in defining & drafting potential issues in cases, locates & reviews cases & statutory laws & assists attorneys in making merit decisions regarding complex issues of law (i.e., makes evaluations regarding casework).

Conducts legal research for assistant public defenders by utilizing such reference tools as case law reporters, law review articles, digests & other legal & non-legal reference & resource works; operates personal computer to conduct legal research using reference tools such as Westlaw, Westmate, Premise, Brief Bank, internet, Westcheck, Access, cd-rom & pc docs; shepardizes cases; reviews various legal documents (e.g., suppression motions; search & seizure; change of venue); provides assistance to assistant public defenders & assists in preparation of briefs & other pleadings for trial & appellate cases in all state & federal courts; prepares correspondence (e.g., to clients &/or court personnel).

Conducts fact investigations by reviewing court transcripts, other legal documents & contacting witnesses; gathers case information (e.g., travels to appropriate county, prosecutors office, client, prison, supreme court law library &/or other law libraries; contacts attorneys, prosecutors, clerks, witnesses, court reporters, judges, client's families &/or prison personnel by telephone or through correspondence); prepares appropriate legal documents based on research.

Compiles & produces appendix material for briefs according to various court rules; monitors cases; maintains files; makes photocopies; collates, binds & staples briefs; serves on committees & staff meetings; operates personal computer to edit, enter &/or verify data & to produce documents.

**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 in use of personal computer, 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.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of certification program for paralegal or legal assistant; 2 yrs. exp. in legal research & writing.

-Or 24 mos. law school training.

-Or 36 mos. exp. as Paralegal/Legal Assistant 1, 63810.

-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.