

**9499**  
**PARALEGAL 1**

**Nature of Work**

Under general supervision of an attorney, or Administrative Law Judge, receives and reviews all incoming motions, pleadings, stipulations, memoranda, and/or evidence to ensure all filings and/or evidence are accompanied by all necessary supporting documents and placed in the appropriate electronic or physical case file. Notify all parties of any deficiencies discovered in filed documents. File pleadings with the various courts. Monitor cases through the statutory procedures, including but not limited to scheduling hearings and/or depositions, scheduling witnesses, and reviewing continuance requests. Review court orders to ensure deadlines and requirements are met, and follow up when needed. May draft Orders and pleadings for review by an attorney or Administrative Law Judge. May ensure documents are properly filed by applying procedural rules and regulations. Performs related work as required.

**Examples of Work**

Schedules hearings, depositions, and witness meetings.  
Receives all incoming documents on which legal action is required.  
Ensures motions are accompanied by all necessary supporting documents.  
Applies court rules and regulations to assist parties in the procedural requirements for filing documents.  
Receives and reviews evidence submitted by parties to protests to ensure completeness. Drafts notices to all parties regarding rejection of evidence.  
Ensures pleadings, orders, and/or evidence are placed in the appropriate case file.  
May draft Show Cause orders for Failure to Prosecute.  
May prepare continuance orders.

**Knowledge, Skills, and Abilities**

Knowledge of the broad principles and application of law, evidence, pleadings and judicial procedure.  
Ability to communicate effectively.  
Ability to use relevant information and individual judgment to determine whether motions comply with procedural rules.  
Ability to work effectively with Administrative Law Judges and other personnel in a legal setting.  
Ability to maintain assigned caseload.  
Ability to effectively use case management software, imaging software and other business-related programs.

**Minimum Qualifications**

**Training:** Graduation from a standard high school or equivalent.

**Experience:** Two (2) years of full-time or equivalent part-time paid clerical experience in a legal setting.

**Substitution:** Successful completion of college classes from a regionally accredited college or university or business school classes may be substituted through an established formula for the experience on a year-for-year basis.

Established: 04/28/2018

Effective: 04/28/2018