

9500
PARALEGAL 2

Nature of Work

Under general supervision of an attorney or Administrative Law Judge in a legal setting conducts research of legal sources such as statutes, regulations, legal opinions and related documents necessary for the preparation of briefs, pleadings and appeals. In a regulatory setting, the incumbent may review and approve applications and reports for compliance with laws and regulations. The work may involve the preparation of case summaries and reports of pertinent facts in hearings attended. Considerable contact is maintained with attorneys and judicial personnel in the compilation of information. The incumbent may direct an office clerical staff. Performs related work as required.

Distinguishing Characteristics

Positions at this level are characterized by the predominant duties of legal research which involves reviewing legal precedent including but not limited to statutes, regulations, case law, and legal opinions and drafting documents for review by the Administrative Law Judge or the supervising attorney. These positions may also serve as lead worker.

Examples of Work

Researches legal sources such as statutes, recorded judicial decisions and legal codes.

Writes abstracts of evidence presented at administrative hearings and summaries of information on hearings or claims.

Maintains records of all cases before the attorney or Administrative Law Judge, including briefs submitted, rulings and opinions and all cases appealed to the Supreme Court of Appeals.

Attends hearings before the appeal or hearing board, circuit court or the Supreme Court of Appeals.

Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal and local laws.

Collects and summarizes information from books and periodicals for review by a responsible administrator, attorney or Administrative Law Judge.

Composes routine correspondence.

Monitors the movement of pending legislation to answer questions for departmental or agency personnel.

May maintain office statistical records.

May prepare legal documents for civil action.

Knowledge, Skills and Abilities

Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedure in West Virginia.

Knowledge of legal citations.

Knowledge of legal research tools.

Ability to gather and interpret pertinent statutory and regulatory provisions and present findings in a logical and persuasive written form.

Ability to work effectively with Administrative Law Judges and other personnel in a legal setting.

Ability to lead personnel engaged in clerical duties.

Ability to understand governmental organization and operation.

Ability to effectively use case management software, imaging software and other business-related programs.

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PARALEGAL 2 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Successful completion of a Paralegal (Legal Assistant) training program.

Substitution: Bachelor's degree from a regionally accredited college or university OR four (4) years of full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws and other legal authorities, and preparing legal documents, under the supervision of an attorney, may substitute for the required training OR a combination of training and experience as described above may substitute through an established formula for the required training.

Established: 10/16/1990

Revised: 12/01/1991; 09/15/1992; 06/22/1993; 10/26/1995; 10/03/2011; 04/28/2018

Effective: 04/28/2018