

LEAD PARALEGAL

Nature of Work: Under general supervision and in a lead capacity, plans, assigns and reviews the work of Paralegals in a legal setting. The work involves conducting research of legal sources such as statutes, regulations, legal opinion and related documents necessary for briefs, pleadings and appeals. In a regulatory setting, may involve the review and approval of 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 work performed. Performs related work as required.

Distinguishing Characteristics: The Lead Paralegal is distinguished from the Paralegal by the responsibility for planning, assigning, and reviewing the work of Paralegals in the work unit.

Examples of Work

Plans, assigns and reviews the work of Paralegals and other clerical staff.

Assures the timely completion of the work of the unit.

Trains employees in the methods, procedures, and policies of the work unit.

Interacts effectively with attorneys and administrative supervisors in planning and reviewing unit activities.

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

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

Writes transcripts of complex appeal proceedings and transmits a copy of such transcripts to the appeal or hearing board.

Maintains records of all cases before counsel including briefs submitted, rulings and opinions and all cases appealed to the Supreme Court of Appeals.

Attends hearings before the appeal or hearing board 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 relating to the area of assignment; relates changes to unit staff.

Collects and summarizes information from books and periodicals for review by a responsible administrator or counsel.

Composes complex correspondence, orders and other legal documents.

Prepares legal documents of a complex nature for civil action in tax cases.

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

LEAD PARALEGAL (CONT'D)

Knowledge, Skills and Abilities

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

Knowledge of and ability to effectively utilize the English language.

Knowledge of legal citations.

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

Ability to lead personnel engaged in paralegal and clerical duties.

Ability to understand governmental organization and operation.

Minimum Qualifications

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

Substitution: Two years of full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws, and preparing legal documents, under the supervision of an attorney may substitute for the required training.

Experience: Two years of full-time or part-time equivalent paid or unpaid experience as a Paralegal in a legal setting.

Established: 3/18/93
Revised: 10/26/95
Effective: 10/26/95