

**CHILD SUPPORT PARALEGAL****NATURE OF WORK**

An employee in this class assists an attorney or administrative supervisor in the child support enforcement setting. Under general supervision, at the full-performance level, provides clerical and administrative relief, exercising discretion and independent judgment, primarily for the BCSE Attorney. Attends meetings in the supervisor's absence or on the supervisor's behalf. Necessity for dictation, familiarity with word processor and other special requirements vary depending upon supervisor's preference. Considerable contact is maintained with attorneys and judicial personnel in the compilation of information. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Work at this level is characterized by the level of administrative support performed. Typically, duties such as researching a variety of sources (library, division archives, past-practice documents, outside private sources, etc.), attending meetings for the supervisor where interpretation of information gathered is necessary. At this level, the work requires the application of specific knowledge necessary to complete complex procedural or unusual assignments. Incumbent determines appropriate procedures from among various and variable methods, resources and processes, or devises innovative methods to accomplish assignment. Although some tasks are defined and self-explanatory, the incumbent works closely with supervisor to set objectives, priorities and deadlines; may independently set goals and time frames for individual work assignments. Work is typically reviewed randomly upon completion for adherence to guidelines. Contacts at this level are frequent, typically varied and non-routine. Incumbent answers procedural or program inquiries, whenever possible, or refers to appropriate individual for response. Contacts are frequently of a confidential or sensitive nature and require tact.

**ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)**

Types and assists in the preparation of briefs and legal documents.

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

Schedules court hearing dates and coordinates BCSE Attorneys schedule.

Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal and local laws relating to child support enforcement.

Collects and summarizes information from books and periodicals for review by a responsible supervisor or BCSE Attorney.

Researches basic statistical work in the compilation of reports involving the activities of the division/section/unit.

Composes correspondence to inquiries where considerable knowledge of child support policy, procedures and guidelines is required.

Answers telephone, screens calls, and places outgoing calls.

Screens mail and responds to routine correspondence.

Schedules appointments and makes travel arrangements and reservations for supervisor.

Attends meetings with or on behalf of supervisor to take notes or deliver basic information.

Takes and transcribes dictation, or transcribes from dictation equipment.  
Composes form letters, routine correspondence and factual reports requiring judgment and originality.  
Gathers, requests, and/or provides information, requiring reference to a variety of sources.  
Types, using standard typewriter or word processing equipment, reports, manuscripts, and correspondence; proofreads and corrects to finished form.  
May maintain bookkeeping records for grants, contracts or state appropriated funds or related departmental accounts.  
May prepare payrolls, keep sick and annual leave records, act as receptionist and perform other clerical duties, as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the board 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 understand governmental organization and operation.  
Ability to arrange efficient work schedules.  
Ability to learn the policies and procedures of the unit and the organization.  
Ability to type accurately, using a typewriter and/or word processor.  
Ability to communicate well, both orally and in writing.  
Ability to take and transcribe dictation where required.  
Ability to greet the public and work well with others.

### **MINIMUM QUALIFICATIONS**

**Training:** Successful completion of a paralegal or legal secretarial training program.

**Substitution:** Two years of full-time or equivalent part-time paid experience in a legal setting in the capacity of a paralegal or legal secretary **OR** a Bachelor's degree from a regionally accredited four-year college or university **OR** five years of full-time or equivalent part-time paid experience performing clerical duties encompassing a wide range of office practices which must have included typing, screening and routing telephone calls and correspondence, and composing routine correspondence.

Established: 7/17/03

Revised: 2/7/12

Effective: 2/7/12