

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Paralegal/Legal Assistant

**SERIES NUMBER**

6381AG

**MAJOR AGENCIES**

Attorney General only

**EFFECTIVE**

06/05/2011

**SERIES PURPOSE**

The purpose of the paralegal/assistant legal occupation is to research federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to prepare responses to inquiries, complaints, claims or legal &/or administrative procedural issues.

At the first level, incumbents research federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to prepare responses to inquiries, complaints, claims or legal administrative procedures to assist departmental attorney.

At the second level, incumbents independently analyze & evaluate complex legal findings & documentation for deposition, trial &/or administrative proceedings, independently composes briefs, pleadings &/or other legal documents, serves as trial support specialist, e-discovery expert, &/or other similar designated expert, specialist or advanced role to attorney(s) in complex &/or multi-district &/or multi-jurisdictional litigation &/or administrative proceedings & serves in a leadership role to other paralegals.

**JOB TITLE**

Paralegal/Legal Assistant 1

**JOB CODE**

63810AG

**PAY GRADE**

09

**EFFECTIVE**

06/05/2011

**CLASS CONCEPT**

The first level class works under general supervision & requires working knowledge of legal research & analysis & laws & rules applicable to assigned departmental operations in order to research federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to prepare responses to inquiries, complaints, claims or legal administrative procedures to assist departmental attorney.

**JOB TITLE**

Paralegal/Legal Assistant 2

**JOB CODE**

63811AG

**PAY GRADE**

11

**EFFECTIVE**

06/05/2011

**CLASS CONCEPT**

The second level class works under general direction & requires considerable analytical ability, judgment, discretion & knowledge of complex litigation &/or administrative proceedings, comprehensive knowledge of legal research, laws & rules, program principles, concepts, policies & objectives applicable to assigned departmental operations in order to independently analyze & evaluate complex legal findings & documentation for deposition, trial &/or administrative proceedings, independently compose briefs, pleadings &/or other legal documents & serves as trial support specialist, e-discovery expert, &/or other similar designated expert, specialist, or advanced role to attorney(s) in complex &/or multi-district &/or multi-jurisdictional litigation &/or administrative proceedings & serves in leadership role to other paralegals.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Paralegal/Legal Assistant 1	63810AG	47	06/05/2011	09

**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 prepare responses to inquiries, complaints, claims or legal &/or 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; assists in settlement negotiations; maintains case calendars & case files; manually &/or electronically 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 &/or 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 & Microsoft software (e.g., Word, Access, Excel & PowerPoint), photocopier, scanning, electronic &/or manual redaction techniques & other office equipment&/or software\*. Ability to use proper research methods in gathering data; deal with many variables & recommend specific course of action; prepare legal &/or 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.

-Or 12 mos. law school training.

-Or 24 mos. paid work exp. as paralegal/legal assistant.

-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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Paralegal/Legal Assistant 2	63811AG	47	06/05/2011	11

**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.)**

Independently analyzes & evaluates complex legal findings & documentation for deposition, trial &/or administrative proceedings, independently composes briefs, pleadings &/or other legal documents, serves as trial support specialist, e-discovery expert, &/or other similar designated expert, specialist, or advanced role to attorney(s) in complex &/or multi-district &/or multi-jurisdictional litigation &/or administrative proceedings, provides work direction (e.g., research, training support &/or leadership to section paralegals on agency policy & procedures, statutes, recorded judicial decisions & other legal articles &/or documents in both paper & electronic medium).

Performs comprehensive legal research & analysis of statutes, legislation, legislative intent, judicial precedents, agency rules & regulations & law review articles as related to assigned cases including those of complex &/or unprecedented nature in order to prepare responses to inquiries, complaints, claims or legal &/or administrative procedural issues to assist section attorneys; composes legal briefs, summaries of analysis &/or decisions, discovery & pre-trial documents, legal memoranda, complex correspondence &/or other legal documents & reports for review, approval & signature &/or use by licensed attorney; reviews leases & contracts; conducts intake &/or trial preparation interviews of witnesses; manually &/or electronically files legal documents on behalf of attorney; responds to general inquiries; disseminates information on promulgation of administrative rules; schedules hearings pursuant to chapter 119 revised code.

Compiles case information (e.g., contacts client, attorneys, clerks, witnesses &/or court reporters) electronically or through correspondence; uses technical expertise in litigation support to manage office records, including active & archived legal documents relating to cases, settlements & legal or policy guidance; prepares case files & documents in preparation for court or presentations to grand jury; prepares demonstrative exhibits &/or documents using technological expertise (e.g., exhibits containing graphics); reviews court transcripts & other legal documents; maintains case calendars & case files, serves as liaison between attorney & outside legal counsel; attends meetings on behalf of attorneys.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of legislative &/or 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 & e-discovery procedures; legal communication; rules of evidence; employee training & development\*. Skill in use of personal computer & Microsoft software (e.g., Word, Access, Excel, & PowerPoint),—photocopier, scanning, electronic &/or manual redaction techniques & other office equipment &/or software\*. Ability to use research methods in gathering data; deal with many variables & determine specific course of action; prepare-legal &/or procedural materials & related information for review, approval & signature &/or use by licensed attorney; manage multiple demands or tasks on projects &/or assignments; review & evaluate progress of projects &/or assignments; handle sensitive & routine inquiries from & contacts with general public, legal personnel, business officials &/or clients; communicate effectively on project information in team setting.

(\*) 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.