

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

Paralegal/Legal Assistant

**SERIES NO.:**

6381AG

**MAJOR AGENCIES:**

Attorney General

**EFFECTIVE DATE:**

10/07/2001

**SERIES PURPOSE:**

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

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

At the full performance level, incumbents independently analyze and identify complex legal findings and documentation for deposition and independently writes legal memoranda to support findings, assists attorney with complex multi-district and/or multi-jurisdictional litigation.

**CLASS TITLE:**

Paralegal/Legal Assistant 1

**CLASS NUMBER:**

63810AG

**EFFECTIVE DATE:**

10/07/2001

**CLASS CONCEPT:**

The developmental 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.

**CLASS TITLE:**

Paralegal/Legal Assistant 2

**CLASS NUMBER:**

63811AG

**EFFECTIVE DATE:**

10/07/01

**CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of legal research & analysis & laws & rules applicable to assigned departmental operations in order to independently analyze & identify complex legal findings & documentation for deposition & independently write legal memoranda to support findings & assist attorney with complex multi-district &/or multi-jurisdictional litigation.

<b>CLASS TITLE:</b> Paralegal/Legal Assistant 1	<b>CLASS NUMBER:</b> 63810AG	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

10/07/2001

**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/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; negotiates settlements; 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/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 typewriter, photocopier, video display terminal & other office equipment\*. Ability to use proper research methods in gathering data; deal with many variables & recommend specific course of action; prepare legal/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.

<b>CLASS TITLE:</b> Paralegal/Legal Assistant 2	<b>CLASS NUMBER:</b> 63811AG	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

10/07/01

**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 & identifies complex legal findings & documentation for deposition & independently writes legal memoranda to support findings, assists attorney with complex multi-district &/or multi-jurisdictional litigation, defines & drafts potential issues in cases, makes recommendations regarding complex legal cases & provides work direction & training to lower-level paralegals as assigned.

Locates, researches & reviews federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to prepare responses to inquiries, complaints, claims or legal/administrative procedural issues to assist section attorneys; drafts legal briefs, discovery, summary judgments & memoranda, contracts, pleadings, motions, affidavits, legislation, rules &/or regulations &/or prepares case summaries, legal documents & reports for review, approval & signature &/or use by licensed attorney; reviews leases & contracts; negotiates settlements; 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, attorney, clerks, witnesses &/or court reporters) by telephone or through correspondence; prepares case files & documents in preparation for court or presentations to grand jury; 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; assists with interviewing & hiring procedures; operates personal computer in order to edit, enter &/or verify data & produce documents; enforces state laws & regulations concerning health, safety, welfare, crime & civil statutes.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of legislative/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; employee training & development\*. Skill in use of personal computer, typewriter, photocopier, video display terminal & other office equipment\*. Ability to use research methods in gathering data; deal with many variables & determine specific course of action; prepare legal/procedural materials & related information for review, approval & signature &/or use by licensed attorney; handle sensitive & routine inquiries from & contacts with general 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; 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.