

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PARALEGAL

JOB DESCRIPTION

Employees in this job perform a variety of paralegal activities related to assisting Attorneys and Administrative Law Examiners in various aspects of legal work, including researching laws, investigating facts, and preparing legal documents.

There are four classifications in this job.

Position Code Title – Paralegal-E

Paralegal 8

This is the entry level. The employee, in a learning capacity, performs paralegal work under the close supervision of an Attorney or Administrative Law Examiner.

Paralegal 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of paralegal assignments under the supervision of an Attorney or Administrative Law Examiner.

Paralegal E10

This is the experienced level. The employee performs a full range of paralegal activities under the supervision of an Attorney or Administrative Law Examiner, and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

Position Code Title – Paralegal-A

Paralegal 11

This is the advanced level. The employee either functions as a lead worker, overseeing the work activities of other Paralegals, or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Researches legal problems, develops legal memoranda applying laws to legal problems for presentation to an Attorney.

Conducts factual investigations and interviews complainants and witnesses.

Conducts necessary research and prepares drafts of legal opinions, draft pleadings, briefs, contracts, and other legal documents.

Develops interrogatories as part of discovery procedures, prioritizes case files, and otherwise assists Attorneys in preparing for judicial and administrative proceedings.

Reviews materials filed in pending cases, schedules hearings and conferences, sets schedules for filing of briefs and motions, prepares case summaries, and otherwise assists Administrative Law Examiners in administrative proceedings.

Serves and files legal documents and papers.

Monitors proposed legislation and prepares summaries for presentation to an Attorney.

Digests and indexes statutes, cases, administrative rules and decisions, opinions, and evidence.

Organizes and maintains a legal library.

Performs related work as assigned.

Additional Examples of Work

Paralegal 11 (Senior Worker)

Regularly handles the most complex and difficult assignments in the work area.

Resolves problems and answers questions for other workers.

Paralegal 11 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other Paralegals.

Oversees and assures the quantity and quality of the workflow.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the methods of legal research.

Knowledge of the state and federal law and legal concepts.

Knowledge of legal documents and forms.

Knowledge of investigative methods and techniques.

Knowledge of legal terminology and style.

Ability to quickly assimilate and analyze oral and written information and to draw logical conclusions.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Ability to write persuasively using legal terminology and style.

Additional Knowledge, Skills, and Abilities

Paralegal 11 (Senior Worker)

Ability to perform the most complex assignments as accepted by Civil Service.

Paralegal 11 (Lead Worker)

Ability to organize and coordinate the paralegal activities of a specific work area.

Ability to allocate work to other Paralegals and support staff in a work area.

Ability to determine work priorities.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree in a paralegal or legal assistant program.

Experience

Paralegal 8

No specific type or amount is required.

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Paralegal 9

One year of experience equivalent to a Paralegal 8.

Paralegal E10

Two years of experience equivalent to a Paralegal, including one year equivalent to a Paralegal 9.

Paralegal 11

Three years of experience equivalent to a Paralegal, including one year equivalent to a Paralegal E10.

Alternate Education and Experience

Graduation from any paralegal or legal assistant program approved by the American Bar Association may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
PARALEGAL

Job Code Description
Paralegal

Position Title
Paralegal-E
Paralegal-A

Position Code
PRLEGALE
PRLEGALA

Pay Schedule
NERE-033
NERE-035