

DESCRIPTION: Under limited supervision, assists attorneys in the investigation of facts, preparation of documents, and research of law; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of two levels in a series (Paralegal I and II). Positions assigned to this class have, as the primary purpose and predominant focus, responsibility to assist attorneys in research of law, preparation of documents and investigation of facts. Positions who may perform some of these duties but have a primary purpose/predominate focus in another area would not be assigned to this class. This level is a full-performing class and is distinguished from the II level by the supervisory responsibilities assigned at the II level and not at this level.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Investigates facts and law of case to determine causes of action and case preparation including but not limited to interviews of witnesses, or taking sworn statements, gathering of information or documents.

Develops and maintains documents and maintains and manages document systems for cases.

Drafts interrogatories, requests for admissions or production and discovery documents or answers thereto.

Writes legal documents, such as briefs, pleadings, appeals, contracts, buy-sell agreements, amended articles for review, approval, and use by an attorney.

Summarizes depositions and transcripts of hearings in preparation for discovery, hearings, or appeals.

Delivers or directs delivery of subpoenas to witnesses and parties of action.

Coordinates activities of legal staff and employees.

Serves as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date.

Writes basic research and shepardization of authority and prepares memoranda summarizing findings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and federal statutory and case law and constitutional provisions pertinent to agency programs; agency rules, regulations, policies and procedures pertinent to the legal services function; goals, scope, and impact of agency programs; the agency organizational structure, functional relationships, and legal processes of the courts and legislative/administrative bodies in Nebraska; the principles and practices of criminal and civil law administration; judicial procedures and rules of evidence; the principles and practices of legal research; the techniques of preparing and drafting legal documents and forms; legal terminology.

A31121 – PARALEGAL I (continued)

Ability to: interpret and apply statutes, case law, decisions of a court/administrative hearing, and administrative rules and policies; prepare and communicate orally the facts and arguments of a case; communicate in writing to summarize and exchange legal findings and conclusions; interact with legal associates, other government employees, the public, and representative of parties involved in a case; formulate legal opinions and recommendations based on research and investigations; conduct legal research and investigations; identify critical elements of legal questions or issues; and use a computer for word processing and research.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Associate's degree in Paralegal Studies from an American Bar Association approved program at an accredited college or successful completion of a program at an American Bar Association approved paralegal institute. Experience may be substituted for education on a year for year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the overtime eligibility status as required by the Fair Labor Standards Act (FLSA).