

DESCRIPTION: Under general supervision, performs paraprofessional legal work researching, and providing analysis on a variety of legal subjects for an agency; prepares a variety of legal documents and memorandums; represents agency during hearings under supervision of a licensed attorney; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is the second of two levels (Legal Aid I, Legal Aid II). The Legal Aid II class displays a moderate degree of freedom in decision making and work is performed under general supervision according to established policies and procedures, while the Legal Aid I class performs work under direct supervision and according to established policies and procedures. Positions classified to the Legal Aid II class may represent the agency during hearings under supervision of a licensed attorney and conduct more complex legal research and analysis, while positions classified to the Legal Aid I class do not represent the agency during hearings and conducts less complex legal research and analysis.

This class series is distinguished from the Paralegal class series by typically being filled by Certified Senior Law Students who work under supervision of a licensed attorney.

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.)

Conducts research for agency attorneys; reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs and related legal authorities

Analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.

Writes memorandums relating to areas researched.

Prepares legal files and/or documents and/or correspondence such as briefs, affidavits, motions, subpoenas, petitions, or memorandums for use by agency attorneys.

Supervises the maintenance of the legal library and organizes current research data.

Assists in drafting legislative bills or amendments to legislative bills.

Assists in research, analysis and revision of agency rules and regulations.

Represents agency in administrative hearings under supervision of a licensed agency attorney pursuant to Certified Senior Law Student Rule.

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

Knowledge of: legal research methods and case analysis; drafting bills and amendments; filing and record keeping methods.

Skill in: legal research and writing legal analysis and documents.

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Ability to: analyze and interpret statutes; effectively communicate.

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

Current enrollment at a law school (approved by the American Bar Association) with completion of legal studies sufficient to have attained senior standing.

LEGAL REQUIREMENTS:

This class requires eligibility for Certification as a Certified Senior Law Student pursuant to Nebraska Revised Court Rules, Chapter 3, Article 7.

SPECIAL NOTES:

Certification as a Certified Senior Law Student pursuant to Nebraska Revised Court Rules, Chapter 3, Article 7 is required for continued employment in this class.

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