

DESCRIPTION: Under limited supervision, supervises legal support staff, 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 second of two levels in the series (Paralegal I and II). Positions assigned to this series have, as the primary purpose and predominant focus of the positions, responsibility for assisting attorneys with legal research, document preparation and investigation of facts. Positions that may perform some of these duties but whose primary purpose is in another area, would not be assigned to this series. This class is distinguished from the I level by its supervisory responsibility over a minimum of 3.0 FTE legal support staff which is not found at the I 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.)

Assigns and supervises work activities and monitors schedules of assigned employees to ensure completion of assignments and to balance workloads and leave schedules.

Trains, guides and counsels assigned employees to develop their performance capacities and ensure consistent application of policies, procedures and standards.

Develops and applies employee selection and performance management criteria; recommends personnel actions to improve performance deficiencies and/or deal with inappropriate behaviors/actions.

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 .

Ability to: interpret and apply statutes, case law, decisions of a court/administrative hearing, and administrative rules and policies; supervise technical and support personnel, 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; draft legal opinions and recommendations based on research, investigations and discussions with attorneys; 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 should request this in advance.)

Associate's degree in Paralegal Studies from an American Bar Association (ABA) approved program at an accredited college or successful completion of a program at an ABA 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).