

PARALEGAL

Nature of Work

An employee in this class assists an attorney or administrative superior in a legal setting by conducting research of legal sources such as statutes, regulations, legal opinions and related documents necessary for the preparation of briefs, pleadings and appeals. In a regulatory setting the incumbent may review and approve applications and reports for compliance with laws and regulations. The work may involve the preparation of case summaries and reports of pertinent facts in hearings attended. Considerable contact is maintained with attorneys and judicial personnel in the compilation of information. The incumbent may direct an office clerical staff. Performs related work as required.

Examples of Work

Researches legal sources such as statutes, recorded judicial decisions and legal codes. Writes abstracts of evidence presented at administrative hearings and summaries of information on hearings or claims.

Writes transcripts of appeal proceedings and transmits a copy of such transcripts to the appeal or hearing board.

Directs clerical personnel in the typing and preparation of briefs and legal documents.

Writes transcripts or hearings of appeals proceedings and transmits copy of such transcripts to the appeal or hearing board.

Maintains records of all cases before counsel including briefs submitted, rulings and opinions and all cases appealed to the Supreme Court of Appeals.

Attends hearings before the appeal or hearing board or the Supreme Court of Appeals.

Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal and local laws relating to the area of assignment.

Collects and summarizes information from books and periodicals for review by a responsible administrator or counsel.

Composes routine correspondence.

May maintain office statistical records.

May prepare legal documents for civil action in tax cases.

Monitors the movement of pending legislation in order to answer questions for departmental or agency personnel.

Knowledge, Skills and Abilities

Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedure in West Virginia.

Knowledge of and ability to effectively utilize the English language.

Knowledge of legal citations.

Ability to gather and interpret pertinent statutory and regulatory provisions and present findings in a logical and persuasive written form.

Ability to supervise personnel engaged in clerical duties.

Ability to understand governmental organization and operation.

Minimum Qualifications**Training:**

Successful completion of a Paralegal (Legal Assistant) training program.

Substitution:

Two years of full-time or equivalent part-time paid experience in a legal setting, which required performing legal research, reading and interpreting laws, and preparing legal documents, under the supervision of an attorney may substitute for the required training.