

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32204</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRRLEGAL</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8820</b>		

<b>Job Code Established:</b>	<b>07/22/88</b>	<b>Effective Date:</b>	<b>07/22/88</b>
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	<b>10/01/98</b>

**JOB CODE SERIES:** Legal Series

**JOB CODE TITLE:** LEGAL ASSISTANT PROJECT SPECIALIST

**HRIS TITLE:** LGL ASST PROJ SPCT

**CHARACTERISTICS OF THE CLASS:** Works under the general direction of a Chief Counsel or Assistant Chief Counsel, with discretion in organizing/assigning work to subordinate paralegal staff, selecting work methods/procedures, and discretion in prioritizing day-to-day work activities. Determines appropriate wording/phraseology for preparing highly complex/sensitive legal reports/documents. Determines appropriate method/procedure for completing highly complex/large scale projects requiring the planning, organizing, and coordinating of assignments to lower level paralegal staff. Prioritizes work activities within established guidelines. Performs the most complex paralegal work preparing and/or supervising/validating the preparation of the most complex and/or large scale trial cases, usually as an assistant to Chief Counsel or Assistant Chief Counsel. Coordinates investigative report preparation, and follow up activities with the Special Investigations Unit.

Work product consists of completed legal documents/reports of the most complex and/or sensitive nature; completed legal research projects/investigations of the most complex and/or large scale nature. Responsible for timely and accurate completion of large scale and/or the most complex legal research projects, usually requiring planning and organizing the work of several lower level paralegal/support staff. May plan and coordinate training of entry level paralegal staff. Coordinates research/investigative, report preparation, and follow up activities, of a staff of paralegals, with the Special Investigations Unit.

**EXAMPLES OF DUTIES:** Prepares, with a high degree of independence, that most complex and significant cases and provides input to attorneys directing other paralegal staff. Devises a schedule of work or itinerary, agenda, or time table, or establishes priorities for self and subordinate-level workers. Plans, coordinates, and supervises the work activities and professional conduct of subordinate paralegal staff assigned to highly specialized projects. Resolves technical or work procedure problems and questions presented by subordinate-level workers. Researches laws in statute books, codes, and other sources, in order to be informed of working, meaning, and intent of laws. Confers with prosecutors and court officials regarding court case, trial, evidence, or depositions. Investigates incidents or violations by collecting evidence, interviewing witnesses, and resolving questions. Reads and interprets State, Federal, and local codes, laws and regulations in order to prepare reports or apply in work activities. Attends execution of depositions, court/administrative hearings, and trials with an attorney. Interviews complainants or witnesses, taking legal or formal statements or depositions.

Coordinates, with the special investigations unit, the research/investigative report preparation, and follow up activities of lower level paralegal staff assigned large scale, highly complex projects. Gathers data from manuals, statutes, rules books, codes, and regulations in order to make determinations and decisions regarding complex/sensitive issues. Writes synopses, briefs, abstracts, or condensations of complex cases, activities, actions, or operations, based on review of records for time period; prepares for distribution. Confers with and interviews witnesses to obtain information in investigations of law violation or noncompliance with regulations. Reads and analyzes recent court decisions affecting program requirements, polices, methods, standards, procedures, or goals. Composes correspondence dealing with complex legal subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Confers with superior,

presenting and resolving difficult problems or questions, discussing plans and actions to be taken, and making decisions. Performs related work as required.

**WORK CONDITIONS:** No unusual working conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the concepts, terminology, principles, and procedures of American law; the methods and techniques of legal research; the use of statutes, codes and other legal resources; the methods, techniques, and principles for writing briefs, opinions, reports and other legal documents in appropriate format; basic supervisory principles/practices; the functions and jurisdictions of local, State, and Federal courts and related criminal justice agencies.

**Ability to:** extract and use information from statutes, court decisions, legal documents and related records; interview and elicit information in a legal investigation; write complex legal documents/reports; plan/organize the work activities of subordinate staff to complete complex/large scale projects; establish and maintain work relationships with representatives of the courts and Federal, State, and local government agencies; train employees.