

PARALEGAL ADMINISTRATOR

DESCRIPTION OF WORK:

A Paralegal Administrator manages work unit operations and supervises paralegals and other office staff. A Paralegal Administrator may also perform substantive legal work under the supervision of an attorney, that absent the paralegal, the attorney would perform the task. Paralegal Administrators may coordinate and manage office resources; recruit, develop and evaluate the performance of paralegals and other staff; plan, assign and oversee work to ensure efficient operations; manage cases; prepare legal documents; research legal issues and/or public records; analyze facts and documents; coordinate discovery processes; interview and coordinate witnesses; communicate with client(s), the public and others; organize and maintain case files; coordinate work with others; file documents in judicial and quasi-judicial venues; and provide litigation support as deemed appropriate. A Paralegal Administrator must be knowledgeable in the technical aspects of law needed to support an attorney, which includes knowledge of documents and procedures applicable to related areas of law.

EXAMPLES OF COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors) or Description of tasks that show an application of the competencies.

CONTRIBUTING:

- **Office Administration:** Displays knowledge of state and agency policies, practices, and procedures to addresses daily needs.
- **Human Resources Management:** Interviews and assesses applicants for vacant positions, often with the assistance of a higher-level manager. Resolves minor problems and informal complaints; may recommend disciplinary action to superior
- **Planning and Organizing:** Plans the daily and weekly workload to meet work unit objectives; makes minor adjustments in methods or procedures; explains and applies established work rules, standards, guidelines, and policies; plans and implements procedures to improve services and to better utilize staff and resources.
- **Career Development:** Assesses employee skills; follows performance evaluation procedures; demonstrates ability to coach and mentor; encourages career development of employees within unit.

JOURNEY

- **Office Administration:** Anticipates general needs of the work unit and proposes resolutions to supervisor; establishes priorities for funding requests in conjunction with supervisor.
- **Human Resources Management:** Initiates recruitment for vacant positions for supervisor's review and submission. Interviews and assesses applicants for vacant positions; makes final recommendation on selected candidate to supervisor and extends offer when approved. Resolves formal complaints and issues initial written warnings; recommends more serious disciplinary actions to superiors.
- **Planning and Organizing:** Participates in establishing standards, guidelines, and policies governing office procedures, particularly with regard to distribution of the workload and quality control; develops internal policies and procedures for higher- level manager.
- **Facilitation:** Coordinates tasks to facilitate workflow and advance the work goals.
- **Knowledge (Program):** Knowledge of applicable court and administrative procedures, methods and practices, and their application. Exhibits working knowledge of the agency's role and services provided to the client(s).
- **Litigation Support:** Knowledge of the area of law and judicial procedures; independently follows legal procedures involving a variety of matters; works under the supervision of an attorney.
- **Legal Project Management:** Recommends new or revised procedures as needed to collect, review, and maintain information. Tracks and manages project activities; initiates shifts in priorities as required by internal and external demands; works with limited supervision.
- **Technical Knowledge:** Knowledge of legal

- **Career Development:** Encourages the enhancement of employee skills through coaching and mentoring; identifies resources to provide opportunities for employee training and growth.
 - **Communication:** Clearly and concisely conveys verbal, nonverbal, or written information. Understands working relationships with client(s), attorneys, court personnel, and others; develops and maintains professional working relationships.
- concepts and procedures needed to complete assigned tasks; works with limited supervision.
 - **Legal Research:** Knowledge of case law, statutes, and legislation. Knowledge of legal terms and definitions, including those relevant in moderately complex matters; identifies primary and secondary legal authorities. Knowledge required to Shepardize cases; during defined research projects, identifies additional issues and consults supervising attorney regarding relevance.

ADVANCED

- **Office Administration:** Identifies opportunities for more effective utilization of resources; anticipates and creates new procedures or policies to respond to changing needs; documents and provides justification for allocation of resources or changing departmental procedures based on mission needs
 - **Human Resources Management:** Independently completes necessary paperwork to initiate recruitment for vacant positions; obtains signatures as required and submits. Interviews and assesses applicants for vacant positions; makes final recommendation on selected candidate to HR; negotiates equitable compensation for employee.
 - **Planning and Organizing:** Makes significant changes in the organizational structure, methods and procedures to respond to new goals and programs; ensures the development of and gives final approval to internal policies and procedures.
 - **Career Development:** Assesses both developing and changing needs of the work unit and the potential of employees.
 - **Communication:** Clearly and concisely conveys verbal, nonverbal, or written information. Demonstrates comprehensive understanding of working relationships with client(s), attorneys, court personnel, and others; continually develops and maintains professional working relationships.
- **Facilitation:** Independently directs workflow and office activities; manages and coordinates tasks of others to achieve work goals.
 - **Knowledge (Program):** Demonstrates comprehensive knowledge of: (a) applicable court and administrative procedures, methods and practices, and their application; (b) multiple forums; and/or (c) proceedings in novel situations with the ability to work with others to customize rules and procedures to best meet the needs of the court and others involved.
 - **Litigation Support:** Demonstrates comprehensive knowledge of the area of law and judicial procedures; independently follows legal procedures that may involve complex matters; manages tasks or staff involved in legal proceedings.
 - **Legal Project Management:** Establishes procedures to collect, review, and maintain information. Provides comprehensive management for multiple cases or projects including those involving complex issues; coordinates the work of others, possibly the efforts of staff in other work units.
 - **Technical Knowledge:** Demonstrates comprehensive knowledge of legal concepts; initiates procedures; works independently. Demonstrates comprehensive knowledge of resources needed to stay current in area of practice.
 - **Legal Research:** Demonstrates comprehensive knowledge of case law, statutes, and legislation. Demonstrates comprehensive knowledge of legal terms and definitions, including those relevant in more complex matters; studies and applies primary and secondary legal authorities. Organizes, drafts, and presents findings to support arguments, often in situations involving complex facts and nonrecurring legal issues.

MINIMUM TRAINING AND EXPERIENCE:

Completion of an accredited paralegal program; or equivalent combination of training and experience.
Some positions may require additional experience in the area of assignment.

* Accreditation may be from the American Bar Association or other recognized organization.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.