

## PARALEGAL

**DESCRIPTION OF WORK:** Positions in this banded class perform substantive legal work under the supervision of an attorney that absent the paralegal, the attorney would perform the task. Positions may 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. Positions in this class 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:**

**Technical Knowledge:** Basic knowledge of legal concepts and procedures needed to complete assigned tasks; works under close supervision of an attorney. Displays ability to locate resources needed to stay current in area of practice.

**Communication:** Develops ability to clearly and concisely convey verbal, nonverbal, or written information. Develops ability to listen and understand the message and responds accordingly. Acquires basic understanding of working relationships with client(s), attorneys, court personnel, and others; demonstrates the ability to develop and maintain professional working relationships.

**Legal Project Management:** Follows established procedures to collect, review, and maintain information. Tracks deadlines for legal cases or projects; coordinates with clients, attorneys, and others to ensure that work is completed in a timely manner; works under close supervision.

**Legal Research:** Basic knowledge of case law, statutes, and legislation. Displays basic knowledge of legal terms and definitions; uses primary and secondary legal authorities. Displays basic knowledge of the process of Shepardizing cases. Develops ability to study and evaluate case law to support arguments. Locates relevant information from various sources.

**Facilitation:** Performs delegated tasks as directed.

**Knowledge (Program):** Basic knowledge of applicable court and administrative procedures, methods and practices, and their application. Displays basic knowledge of the agency's role and services provided to the client(s). Displays basic knowledge of applicable office policies and procedures of agency and client(s).

**Litigation Support:** Basic knowledge of the area of law and judicial procedures; follows basic legal procedures; works under close supervision of an attorney.

#### **JOURNEY**

**Technical Knowledge:** Working knowledge of legal concepts and procedures needed to complete assigned tasks; works with limited supervision. Working knowledge of resources needed to stay current in area of practice; maintains proficiency in area of practice.

**Communication:** Clearly and concisely conveys verbal, nonverbal, or written information. Listens and understands the message and responds accordingly. Understands working relationships with client(s), attorneys, court personnel, and others; develops and maintains professional working relationships.

**Legal Project Management:** Recommends new or revised procedures as needed to collect, review, and maintain information. Tracks and manages project

**Legal Research:** Working knowledge of case law, statutes, and legislation. Working knowledge of legal terms and definitions, including those relevant in moderately complex matters; identifies primary and secondary legal authorities. Working knowledge required to Shepardize cases; during defined research projects, identifies additional issues and consults supervising attorney regarding relevance. Ability to study and evaluate case law to support arguments involving moderately complex issues. Locates, compares, and summarizes relevant information from various sources, some of which may involve moderately complex issues.

**Facilitation:** Coordinates tasks to facilitate work flow and advance the work goals.

**Knowledge (Program):** Working knowledge of

activities; initiates shifts in priorities as required by internal and external demands; may coordinate multiple cases or projects; works with limited supervision.

**Litigation Support:** Working 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.

### **ADVANCED**

**Technical Knowledge:** Comprehensive knowledge of legal concepts; initiates procedures; works independently. Comprehensive knowledge of resources needed to stay current in area of practice; may serve as technical expert in area of practice.

**Communication:** Clearly and concisely conveys verbal, nonverbal, or written information. Listens and understands the message and responds accordingly. Comprehensive understanding of working relationships with client(s), attorneys, court personnel, and others; continually develops and maintains professional working relationships.

**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; works independently.

**Litigation Support:** 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; works independently under the direction of an attorney.

applicable court and administrative procedures, methods and practices, and their application. Working knowledge of the agency's role and services provided to the client(s). Working knowledge of applicable office policies and procedures of agency and client(s).

**Legal Research:** Comprehensive knowledge of case law, statutes, and legislation. Comprehensive knowledge of legal terms and definitions, including those relevant in more complex matters; studies and applies primary and secondary legal authorities. Comprehensive knowledge of Shepardizing cases; independently discovers and pursues relevant issues; recommends application of findings. Studies and evaluates case law to support arguments involving complex issues without specific precedent or extending beyond the familiar parameters of North Carolina and federal law. Organizes, drafts, and presents findings to support arguments, often in situations involving complex facts and nonrecurring legal issues.

**Facilitation:** Independently directs work flow and office activities; manages and coordinates tasks of others to achieve work goals.

**Knowledge (Program):** 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. Comprehensive knowledge of the agency's role and services provided to the client(s); independently disseminates such information. Comprehensive knowledge of applicable office policies and procedures of agency and client(s).

**MINIMUM TRAINING AND EXPERIENCE:** Completion of an accredited paralegal program; or equivalent combination of training and experience.

\* 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.