

## PARALEGAL I

This is paralegal work performed under the general supervision of an attorney in the Attorney General's office, a staff attorney for a department of State Government, or an agency legal specialist. Employees are responsible for a variety of assignments which may include but not be limited to drafting, reviewing, and approving for form and legality various legal instruments; preparing routine opinions on regulations, procedures, and operations of a unit or agency, for an attorney's approval; handling complaints and inquiries of a legal nature from the general public, and administratively maintaining a law office. Work involves research into laws and legal precedents. Employees may present findings with preliminary legal analysis subject to professional legal review. Work is reviewed through inspection, conferences, reports, and review of completed work.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employee has a variety of paralegal assignments, many of which are performed on a regular basis.

Intricacy - Assignments are generally specific with the desired goals, objectives, and timeframes given; however, some analysis is required for most assignments.

Subject Matter Complexity - Employee must have a full understanding of the paralegal function.

Guidelines - The North Carolina General Statutes, and agency rules and regulations are consulted regularly. Procedures, precedents, or model legal documents are available for most work assignments, but generally require some interpretation or modification.

### II. RESPONSIBILITY:

Nature of Instructions - Employee is generally given specific instructions on the goal of each assignment. Professional legal supervision is available for new or unusual situations.

Nature of Review - The work is generally reviewed upon completion by the qualitative assessment of a legal professional. Items of a sensitive legal matter or with potential negative impact to the agency are often reviewed in progress.

Scope of Decisions - The work has a direct effect on the professional legal decisions and documents produced by the legal office in which the employee works.

Consequence of Decisions - Decisions have potential for causing some administrative delay or cost to agency operations. Most decisions which have the potential for causing significant negative consequence to individuals or organizations are closely reviewed.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Most contacts are with individuals in the legal office, program managers, or outside legal counsel who have involvement in legal issues or litigation related to agency operations.

Nature and Purpose - The primary purpose of contacts is to receive the necessary information to prepare legal documents, to gather information relevant to issues or litigation, and to summarize actions taken or decisions made.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is conducted in a general office environment.

Hazards - There is no exposure to hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Working knowledge of case, statutory, and common law. Working knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office. Ability to summarize facts and evidence, and prepare legal instruments. Ability to communicate clearly and logically in oral and written form. Ability to maintain effective working relationships with persons contacted in the course of work.

Minimum Education and Experience - Graduation from an accredited school for paralegal training and one year of experience as a paralegal, or graduation from a four-year college or university with a degree in English, Journalism, or a degree directly related to the area assigned and one year of substantive paralegal experience; or graduation from high school and five years of paralegal experience performing delegated, substantive legal work, or an equivalent combination of training and experience.

Minimum Education and Experience for a Trainee Appointment - Graduation from an accredited school for paralegal training; or graduation from a four-year college or university with a degree in English, Journalism, or a degree directly related to the area assigned; or graduation from high school and four years of paralegal experience performing delegated, substantive legal work.

All degrees must be received from appropriately accredited institutions.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.