

**I. 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.

**II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL**

Contributing	Journey	Advanced
Positions at this level perform beginning paralegal work under close supervision of an attorney.	Positions at this level perform paralegal work with limited supervision of an attorney.	Positions at this level perform complex paralegal work independently under the general direction of an attorney. Positions may serve as a lead worker.

Definitions:

*Court Personnel* – Officials or staff including but not limited to clerks of court; trial administrators; judges; hearing officers; district attorneys and staff; court reporters; law enforcement personnel; and legal departments and designated personnel within agencies, boards, and commissions.

*Clients* - Anyone represented or served by the employer

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge - Technical</b>	Technical knowledge and skill in related areas and ability to keep abreast of current developments and trends in area of expertise.
<b>Communication</b>	Ability to clearly and concisely convey verbal, nonverbal, or written information by listening and understanding the message and by responding accordingly to clients, attorneys, court personnel, and others. Ability to develop and maintain professional working relationships.
<b>Legal Project Management</b>	Ability to manage legal project(s), establish tasks and activities associated with intended outcomes and timelines, and take action to achieve desired results.
<b>Legal Research</b>	Ability to review and study case law, statutes, and legislation. Ability to identify primary and secondary legal authorities. Ability to shepardize legal citations. Ability to locate, compare, and relate law and relevant information from various sources.
<b>Facilitation</b>	Ability to assist a group or individual with accomplishing specific goals. Ability to manage change by providing the needed structure and environment for interactions to be effective.
<b>Knowledge -Program</b>	Knowledge of legal services; applicable court and administrative procedures; and methods, practices, and their application.
<b>Litigation Support</b>	Ability to work in conjunction with attorneys to accomplish necessary tasks in legal proceedings.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Knowledge – Technical**

Technical knowledge and skill in related areas and ability to keep abreast of current developments and trends in area of expertise.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Basic knowledge of legal concepts and procedures needed to complete assigned tasks.</p> <p>Ability to locate resources needed to stay current in area of practice.</p>	<p>Working knowledge of legal concepts and procedures needed to complete assigned tasks.</p> <p>Working knowledge of resources needed to stay current in area of practice. Ability to maintain proficiency in area of practice.</p>	<p>Comprehensive knowledge of legal concepts. Knowledge and ability to initiate procedures.</p> <p>Comprehensive knowledge of resources needed to stay current in area of practice. May require the ability to serve as technical expert in area of practice.</p>

**Communication**

Ability to clearly and concisely convey verbal, nonverbal, or written information by listening and understanding the message and by responding accordingly to clients, attorneys, court personnel, and others. Ability to develop and maintain professional working relationships.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Ability to learn to clearly and concisely convey verbal, nonverbal, or written information.</p> <p>Ability to learn to listen and understand the message and respond accordingly.</p> <p>Ability to acquire understanding of working relationships with client(s), attorneys, court personnel, and others. Ability to develop professional working relationships.</p>	<p>Ability to clearly and concisely convey verbal, nonverbal, or written information.</p> <p>Ability to listen and understand the message and respond accordingly.</p> <p>Understanding of working relationships with client(s), attorneys, court personnel, and others. Ability to develop and maintain professional working relationships.</p>	<p>Comprehensive understanding of working relationships with client(s), attorneys, court personnel, and others. Ability to continually develop and maintain professional working relationships.</p>

**Legal Project Management**

Ability to manage legal project(s), establish tasks and activities associated with intended outcomes and timelines, and take action to achieve desired results.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Ability to follow established procedures to collect, review, and maintain information.</p> <p>Ability to track deadlines for legal cases or projects. Ability to coordinate with clients, attorneys, and others to ensure that work is completed in a timely manner.</p>	<p>Ability to recommend new or revised procedures as needed to collect, review, and maintain information.</p> <p>Ability to track and manage project activities. Ability to initiate shifts in priorities as required by internal and external demands. May require the ability to coordinate multiple cases or projects.</p>	<p>Ability to establish procedures to collect, review, and maintain information.</p> <p>Ability to provide comprehensive management for multiple cases or projects including those involving complex issues. Ability to coordinate the work of others and possibly the efforts of staff in other work units.</p>

Definitions:

*Complex* – Involving a combination of the following factors: significant interest to the State; significant jurisprudential issues; protracted cases; voluminous documents; multiple parties, claims and defenses; and/or issues of first impression.

**Legal Research**

Ability to review and study case law, statutes, and legislation. Ability to identify primary and secondary legal authorities. Ability to Shepardize legal citations. Ability to locate, compare, and relate law and relevant information from various sources.

Contributing	Journey	Advanced
<p>Basic knowledge of case law, statutes, and legislation.</p> <p>Basic knowledge of legal terms and definitions. Ability to use primary and secondary legal authorities.</p> <p>Basic knowledge of the process of Shepardizing cases.</p> <p>Ability to learn to study and evaluate case law to support arguments.</p> <p>Ability to locate relevant information from various sources.</p>	<p>Working knowledge of case law, statutes, and legislation.</p> <p>Working knowledge of legal terms and definitions, including those relevant in moderately complex matters. Ability to identify primary and secondary legal authorities.</p> <p>Working knowledge required to Shepardize cases. Ability to identify additional issues and consult supervising attorney regarding relevance during defined research projects.</p> <p>Ability to study and evaluate case law to support arguments involving moderately complex issues.</p> <p>Ability to locate, compare, and summarize relevant information from various sources, some of which may involve moderately complex issues.</p>	<p>Comprehensive knowledge of case law, statutes, and legislation.</p> <p>Comprehensive knowledge of legal terms and definitions, including those relevant in more complex matters. Ability to study and apply primary and secondary legal authorities.</p> <p>Comprehensive knowledge of Shepardizing cases. Ability to independently discover and pursue relevant issues. Ability to recommend application of findings.</p> <p>Ability to study and evaluate case law to support arguments involving complex issues without specific precedent or extending beyond the familiar parameters of North Carolina and federal law.</p> <p>Ability to organize, draft, and present findings to support arguments, often in situations involving complex facts and nonrecurring legal issues.</p>

Definitions:

*Primary legal authority* - Statutes and case law.

*Secondary legal authority* - Legal resources which guide a case, such as a legal articles, law review articles, textbooks, treatises, etc.

*Shepardize* - To determine the subsequent history of a case by using a printed or computerized version of *Shepard's* citators, or the equivalent, to assure continued relevance to the current issue/matter for which it is cited.

*Moderately complex* – Involving a combination of the following factors: evolving legal principles; multiple claims and defenses; multiple parties; and/or facts which are not subject to proof through eye witness testimony.

**Facilitation**

Ability to assist a group or individual with accomplishing specific goals. Ability to manage change by providing the needed structure and environment for interactions to be effective.

Contributing	Journey	Advanced
Ability to perform delegated tasks as directed.	Ability to coordinate tasks to facilitate work flow and advance the work goals.	Ability to independently direct work flow and office activities. Ability to manage and coordinate tasks of others to achieve work goals.

**Knowledge – Program**

Knowledge of legal services; applicable court and administrative procedures; and methods, practices, and their application.

Contributing	Journey	Advanced
<p>Basic knowledge of applicable court and administrative procedures, methods and practices, and their application.</p> <p>Basic knowledge of the agency’s role and services provided to the client(s).</p> <p>Basic knowledge of applicable office policies and procedures of agency and client(s).</p>	<p>Working knowledge of applicable court and administrative procedures, methods and practices, and their application.</p> <p>Working knowledge of the agency’s role and services provided to the client(s).</p> <p>Working knowledge of applicable office policies and procedures of agency and client(s).</p>	<p>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.</p> <p>Comprehensive knowledge of the agency’s role and services provided to the client(s); independently disseminates such information.</p> <p>Comprehensive knowledge of applicable office policies and procedures of agency and client(s).</p>

Definitions:

*Agency* – A state government entity (department, university, board, commission, etc.)

## Litigation Support

Ability to work in conjunction with attorneys to accomplish necessary tasks in legal proceedings.

Contributing	Journey	Advanced
Basic knowledge of the area of law and judicial procedures. Ability to follow basic legal procedures.	Working knowledge of the area of law and judicial procedures. Ability to independently follow legal procedures involving a variety of matters.	Comprehensive knowledge of the area of law and judicial procedures. Ability to independently follow legal procedures that may involve complex matters. Ability to manage tasks or staff involved in legal proceedings. .

Note: Examples of tasks performed in legal proceedings include, but are not limited to, the following:

1. Pleadings	<ul style="list-style-type: none"> <li>• Investigates, collects and reviews information.</li> <li>• Reviews, analyzes, researches, and summarizes pleadings.</li> <li>• Drafts pleadings.</li> </ul>
2. Discovery	<ul style="list-style-type: none"> <li>• Drafts discovery requests.</li> <li>• Reviews and analyzes responses to discovery.</li> <li>• Drafts responses to discovery.</li> </ul>
3. Motions/Orders	<ul style="list-style-type: none"> <li>• Drafts motions, responses to motions, orders, and decisions.</li> </ul>
4. Trials/Hearings	<ul style="list-style-type: none"> <li>• Assists attorney with all aspects of trial or hearing preparation.</li> <li>• Participates in case strategy meetings.</li> <li>• Interviews, prepares, and coordinates witnesses; organizes witness examinations; drafts witness affidavits.</li> <li>• Prepares and organizes exhibits.</li> <li>• Drafts subpoenas, notices of hearing, and other documents.</li> <li>• Attends and assists attorney at depositions, trials, and hearings.</li> </ul>
5. Appeals	<ul style="list-style-type: none"> <li>• Drafts record on appeal and/or agency record.</li> <li>• Drafts briefs and/or memoranda of law.</li> </ul>
6. Other	<ul style="list-style-type: none"> <li>• Facilitates filing and service of documents; drafts settlement agreements, correspondence, and other documents; proofreads legal documents for substance.</li> </ul>

### Definitions:

*Pleading* - A formal document in which a party to a legal proceeding sets forth or responds to allegations, claims, denials, or defenses.

*Discovery* - The compulsory disclosure at a party's request of information that relates to the litigation.

*Motion* - A written or oral application requesting a court to make a specified ruling or order.

*Order* - A written direction or command delivered by a court, judge, administrative agency, board, or commission.

## **V. MINIMUM TRAINING & EXPERIENCE**

Completion of an accredited paralegal program; or equivalent combination of training and experience.

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