

SUPREME COURT PARALEGAL I/II

DEFINITION

Under general supervision, provides paralegal and legal analytical support to Supreme Court attorneys in complex areas of law; and performs other related duties.

CLASS CHARACTERISTICS

Supreme Court Paralegal I is the entry-level class in the Supreme Court Paralegal series. Initially under close supervision, incumbents learn the basic paralegal duties. As experience is gained, there is greater independence of action within established guidelines. The class is alternatively staffed with Paralegal II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level class.

Supreme Court Paralegal II is the journey-level class in the series. Incumbents work with little supervision and are fully competent to independently perform the full range of varied and complex paralegal duties, which are analytical in nature.

EXAMPLES OF DUTIES (*illustrative only*)

- Works closely with Supreme Court attorneys to gather documentation and supporting information.
- Locates, assembles, summarizes, compiles, and digests substantive information on subjects which assist in the disposition of criminal cases.
- Contacts custodians of record to retrieve documents or files.
- Summarizes court and legal records.
- Maintains case files and database information.
- Maintains integrity of legally relevant original documents.
- Generates indexes, retrieves supporting information and assembles background information.
- Performs legal research, including use of computer assisted legal research systems.
- Operates computerized system for managing documentation of statutory and constitutional claims and for gathering and tracking case information.
- Provides occasional secretarial and clerical assistance to attorneys.

WORKING CONDITIONS

- Must be available to work overtime.
- May be required to transport boxes weighing up to 40 pounds.

QUALIFICATIONS

Knowledge of:

- Complex legal concepts, terminology, principles and procedures.
- Methods of complex legal research (traditional and electronic).
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, legal applications, and databases.
- Correct business English.

Ability to:

- Prepare summaries of legal material.
- Use initiative and judgment within general policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and databases.
- Communicate effectively in English, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tact and discretion in dealing with those contacted in the course of the work.
- Handle, organize, and assimilate large quantities of complex and detailed information.
- Review materials to identify critical data and issues, and index legal records.

Licenses and Certificates:

None

Education and Experience:

Supreme Court Paralegal I: Equivalent of one year of paralegal experience involving complex litigation.

Supreme Court Paralegal II: Equivalent of two years of paralegal experience involving complex litigation. OR One year as a Supreme Court Paralegal I.

A paralegal certificate from an accredited college or program may be substituted for one year of the required experience.