



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0703

**PARALEGAL
GRADE K**

SCOPE OF WORK:

Work activities involve assisting attorneys in the delivery of legal services to entities of the state of North Dakota. Incumbents work closely with attorneys who make the final decisions regarding all legal work on behalf of the state of North Dakota.

Work differs from that of Legal Assistant in that incumbents in positions assigned this class independently perform an extensive degree of research, fact finding, and analysis associated with a broad scope of cases which the supervising attorneys process. Work, therefore, involves a greater degree of complexity and decision making.

DUTIES PERFORMED:

- Identify and analyze case issues; determine the best method for proceeding on cases; participate in the development of case strategy and procedures.
- Determine issues to be researched; research, analyze, and summarize federal and state statutory and case laws, administrative rules, regulations, administrative and judicial decisions, and other sources.
- Utilize computerized research including Westlaw, Premise, and the Internet.
- Determine problem resolution alternatives and make recommendation to attorney.
- Compose, prepare, and ensure accuracy of various legal documents, including notices, answers, subpoenas, complaints, pleadings, motions, briefs, orders, affidavits, findings of fact, conclusions of law, judgements, releases, sheriff's certificates, research memorandums, correspondence, interrogatories, consent agreements, discovery documents, arguments, objections, leases and contracts, opinions, etc.
- Analyze answers and documents prepared by opponents and utilize in case proceedings.
- Locate, interview, assure availability, and prepare clients and witnesses for trials, hearings, or depositions.
- Participate in and coordinate settlement negotiations.
- Draft statutes and administrative rules; initially review for legality proposed administrative rules of state agencies or boards.
- Serve as liaison between office and clients, witnesses, court personnel, public and private parties; may serve as central contact point for coordination of agency legal activities.
- Provide legal information through verbal and written means to agency staff and the public on such matters as compliance with laws, procedures, status of cases, etc.
- Ensure that legal correspondence, court filings, and court appearances are scheduled and processed within relevant deadlines.
- May provide training and guidance to other legal assistants and agency staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires completion of a bachelor's degree with a major in paralegal, legal assistant studies, or pre-law, and two years of paralegal or legal assistant experience that included application of research and analysis to draft pleadings, discovery documents, motions, briefs, and other legal documents. Work experience as a Certified Legal Assistant may be substituted for the education requirement on a year-for-year basis.

Eff. Date: 11/01

Rev: 7/12 – Conversion to Hay System