

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Paralegal

AGENCY: Legislative Service Bureau

DIVISION: Legal

SALARY SCHEDULE RANGE: F

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

Performs work to support and assist the Legal Division in providing various services to legislators and their staff. Performs most tasks under the supervision of an attorney.

EXAMPLES OF WORK:

- Performs federal, state, and local legal and other research and prepares legal memoranda under the supervision of a Division attorney.
- Assists Division attorneys in the preparation or processing of legislation.
- Attends committee and drafting meetings for note taking purposes when necessary.
- Monitors conflicts and prepares conflict amendments and substitutes as directed by division attorneys.
- Checks bills throughout the legislative process for accuracy in citations to state and federal law and internal references.
- Reviews proposed draft administrative rules for form, classification, and arrangement, including checking various federal and state legal citations and internal references, and suggests changes and updates.
- Perform other tasks related to administrative rules review and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Ability to effectively use various electronic databases, including expertise in using Internet for legal research.

- Basic knowledge of fundamental principles of law and legal research and legal and legislative terminology.
- Ability to communicate in oral and written form in a clear, organized, and effective manner.
- Thorough knowledge of Legislative Service Bureau bill drafting rules and procedures and the legislative process generally.
- Ability to quickly assimilate data, analyze facts, and draw logical conclusions.
- Concern for accuracy.
- Ability to comfortably use standard hardware, operating system, and print functions of a PC.
- Ability to comfortably use the standard functions of Outlook and timekeeping systems.
- Ability to maintain favorable public relations.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward co-workers and other Legislative Council Staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Possession of an associate's degree in a paralegal or legal assistant program.
- Familiarity with the legislative process and state statutes.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required.