

PARALEGAL (Human Services)

DEFINITION

Under the direction of the Associate Director of Administration, this position manages all cases not in suit for third party liability collections; prepares documents for new cases for attorneys for guardianship and protective placements; conducts criminal background checks for kinship care applicants; performs legal research and filing of legal documents; and reviews the federal register for relevant notices for the attorneys.

EXAMPLES OF DUTIES

Contacts or interviews claimants, complainants, witnesses and agencies, economic support specialists, social workers, and social service agencies, governmental and quasi-governmental agencies and others to obtain necessary data and information; contacts claimants, complainants, defendants and attorneys to explain the status of cases and alternative case processing options; performs research necessary to individual case processing; evaluates available information and recommends or takes appropriate action; drafts civil summons, affidavits, orders and petitions and other legal papers as necessary; monitors the status of cases to ensure support enforcement action is taken in a timely manner; recommends dispositional support actions; confers with supervising attorneys; files legal pleadings and papers with appropriate courts and agencies; may key a variety of legal papers, memos and other documents.

EMPLOYMENT STANDARDS

Education and Experience: Must have an associate degree from a two year legal assistant program or at least two years of work experience which included substantial emphasis on interviewing individuals, collecting and analyzing information and interpreting complex guidelines, regulations and laws applicable to litigation in the judicial system. An equivalent combination of training and experience will be considered.

Knowledge, Skills and Abilities: Knowledge of modern office practices and procedures; knowledge of legal terms and papers; knowledge of interviewing techniques; knowledge of financial statements such as income tax forms and personal budgets; oral and written communication skills; ability to maintain case organization and detailed case records; ability to prepare project and individual case summaries and updates; ability to exercise negotiation skills and practices; ability to use basic investigatory principles; ability to gather, organize and evaluate a variety of data and information; ability to assess a variety of dispositional actions and to take or recommend appropriate actions; ability to interpret and apply complex rules, regulations and guidelines; ability to exercise independent judgment

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and carry out assignments with minimal supervision; ability to maintain confidentiality as required by the State Department of Health and Social Services; ability to communicate effectively with other employees and the general public especially in sensitive situations, including preparation of letters, memos and summaries; ability to operate standard office machines; ability to draft and prepare a variety of legal papers; ability to conduct independent research and investigations; ability to perform a number of arithmetic calculations; ability to negotiate financial agreements between opposing parties; ability to obtain needed information through interview with a variety of subjects; ability to analyze financial data such as personal income tax forms, wage statements and budgets.