

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PARALEGAL

DEFINITION

Performs paralegal work of varying scope and complexity; performs related administrative support work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Prepares tentative drafts, letters, memoranda and legal documents for use in the preparation of opinions, reports, briefs, contracts, and other papers or legal documents.

Prepares drafts of pleadings, motions and discovery documents in connection with cases; attends hearings as requested.

Assists in the preparation of drafts of findings of fact, conclusions of law and orders based on the evidentiary record.

Conducts investigations of limited scope to obtain facts; studies legal precedents and prepares recommendations.

Conducts legal research in various areas as assigned.

Obtains legal reference materials and files legal documents.

COMPETENCIES REQUIRED

Knowledge of legal principles and legal research methods.

Knowledge of the scope and character of Iowa statutory law related to the department's sphere of responsibility.

Knowledge of administrative and constitutional law.

Knowledge of administrative hearing procedures and the rules of evidence.

Ability to establish and maintain effective working relationships with co-workers, agency personnel and the general public.

Ability to present statements of fact and law clearly and logically in written form.

Ability to draft statutes, administrative rules, and other legal instruments and documents; to dictate and transcribe correspondence involving the explanation of legal matters.

Ability to analyze situations accurately and to adopt an effective course of action.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited paralegal program;

OR

experience equal to two years of full-time work as a paralegal or a similar support capacity under the supervision of a practicing attorney.

NOTE:

Positions in the Department of Justice are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. For these positions apply directly to the Department of Justice.

Effective Date: 8/05 DF