

The Maryland-National Capital Park and Planning Commission

TITLE: Paralegal Assistant
SERIES: Legal

GRADE: G CODE: 2410
DATE: 1/13/88

Class Definition

Under direction, performs technical paralegal work involving moderate responsibility, complexity and variety. Assists attorneys with conducting legal research, investigation of cases, drafting legal documents and performing special projects of a legal nature. Cases involve a wide range of subjects (e.g., parks, planning, administration). Performs other related duties as assigned.

Examples of Important Duties

1. Assists attorneys with legal research. Reviews legal codes, case reports, law reviews, public records and other reference books and journals to analyze legal issues, answer legal questions and identify relevant laws and cases. Drafts legal briefs, motions, contracts, opinions and other documents.
2. Assists in investigation of cases. Reviews Commission documents. Obtains copies of records, photos and documents. Analyzes case documents. Analyzes case documents and information and writes reports.
3. Develops procedures. Reviews legal and technical literature, analyses legal documents, conducts surveys, meets with Commission staff and serves on committees to develop administrative policies and procedures for Commission (e.g., contracting). Designs forms. Drafts policies, regulations and manuals.
4. Contract administration. Reviews and approves Commission contracts and contract amendments for legal sufficiency.
5. Coordinates cases. Goes to courthouse to file and obtain copies of legal documents. Distributes copies of legal documents to opposing legal counsel, Commission units and others as appropriate. Maintains case files.

Important Worker Characteristics

- A. Knowledge of (1) Commission activities*; (2) Commission organization*; (2) Commission organization*; (3) Commission policies and procedures*; (4) court system; (5) legal forms and procedures; (6) legal terminology; (7) office practices; (8) paralegal work.

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Important Worker Characteristics (Cont'd)

- B. Skill in operation of (1) auto; (2) calculator.
 - C. Ability to (1) apply principles to solve practical problems; (2) read technical reports and correspondence; (3) use proper spelling, punctuation and grammar; (4) proofread typed materials; (5) speak clearly; (6) organize work efficiently; (7) provide courteous service.
- * Developed primarily after employment in this job class.

Minimum Qualifications

1. Paralegal Certificate from a licensed educational institution.
2. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Works in office. Some driving. Moderate pressure to meet deadlines.