

PARALEGAL I**NATURE OF WORK IN THIS CLASS:**

This is moderately complex paralegal work under the supervision of an attorney involving research, compilation and annotation of codes, laws, opinions and court reports; drafting of simple pleadings; conducting interviews of witnesses, clients; and/or managing a case management system for one or more types of legal specialties within the Department of Law.

Employees in this class perform their work independently on an ongoing basis and participate in the full range of professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all of the duties listed.)

Researches, analyzes and indexes public laws for publication and placement in the proper permanent, codified law.

Prepares updates for the laws, codes, and administrative rules of the government of Guam.

Compiles existing laws for restatement in new forms of codification.

Assists attorneys in library research.

Drafts bills, simple pleadings, resolutions, certificates in accordance with established guidelines and formats.

Maintains case management systems as directed; for example, all cases and their status in the area of child and spouse support.

Conducts interviews of clients and possibly, witnesses.

Answers questions from other government agencies and from the public on matters with which employee is dealing.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of legislative, administrative and court procedures relative to the formulation of public laws, administrative policies and court decisions.

Ability to perform legal research.

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Ability to analyze laws and rules to determine their content and proper placement within the publications being prepared.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to draft simple affidavits, pleadings, stipulations, and other legal documents and to prepare appropriate correspondence.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees, clients and the public.

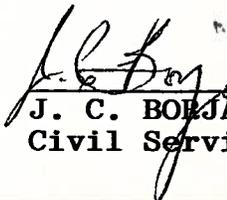
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in a position such as legal secretary, claims adjuster, investigator or other positions which demonstrated the ability to explain, apply or interpret rules, regulations, procedures, policies, precedents, or other kinds of criteria. This experience may be gained in an administrative, professional, investigative, technical, high level clerical, or other responsible work; or
- b) Successful completion of a full four-year course in an accredited college or university leading to a bachelor's degree; or
- c) Successful completion of a course leading to certification as a paralegal; or
- d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NOTE:

Successful completion of one full academic year of study in a paralegal or legal curriculum may be substituted for one year of experience.



J. C. BORJA, Executive Director
Civil Service Commission

ESTABLISHED: December, 1983

AMENDED: February, 1986

PAY RANGE: 28