

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

This is complex paralegal work involved in performing several distinct, but related, functions such as research, compilation and annotation of codes, laws, opinions and court reports; drafting of simple pleadings; conducting interviews of witnesses and/or clients; managing a case system for one or more types of legal specialties within the Department of Law.

Employees in this class perform the full range of paralegal duties, including independent work in specialized areas of the profession.

ILLUSTRATIVE EXAMAPLES 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 of the laws, codes, and administrative rules of the government of Guam.

Compiles existing laws for restatement in new forms of codification.

Performs different types of legal research; organizes, analyzes, summarizes and compiles case information for case assessment, reporting trial or other such use as requested by the responsible attorney.

Drafts bills, pleadings, resolutions, correspondence and other documents.

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

Conducts interviews for gathering of basic information.

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 the principles, methods and practices of legal research.

Knowledge of relevant law.

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Knowledge of administrative and court procedures.

Ability to apply pertinent laws, rules and regulations.

Ability to appraise and organize facts and to present evidence and material in effective written and oral form.

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 make clear and concise oral and written reports and maintain reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in a paralegal position with a law office, court, or governmental agency employing persons in a paralegal capacity; or
- b) Successful completion of all requirements for an LL.B, J.D., or higher degree from a law school recognized in the country in which it is located.

NOTE:

Successful completion of one full academic year of study in a program leading to a degree of LL.B or J.D. accredited in the country in which the institution is located may be substituted for one year of experience.



J. C. BORJA, Executive Director
Civil Service Commission

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