

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PARALEGAL ASSISTANT

POSITION CODE: 30860
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions or other documents for review and approval by licensed legal staff; analyzes transcripts of hearings; excerpts pertinent information; assumes no independent responsibility for legal validity of work performed; may perform special projects and/or prepare statistical reports. In cases where the duties of the position require research of primary and secondary legal sources as well as the preparation of legal memoranda and opinions, the Legal Research Assistant class is most appropriately utilized.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews, reconstructs and writes decisions and opinions based on medical and/or factual evidence presented during hearings which do not involve interpretations of matters of law; assists in publishing decisions and opinions by editing, indexing, proofreading, collating and distributing such material.
2. Searches published Industrial Commission decisions as precedent to determine disability.
3. Analyzes various functions of the Industrial Commission and prepares statistical reports for the Chairman's Office; prepares monthly statistics regarding Decisions on Review.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as prelegal, medical or premedical, English, and statistics.

PARALEGAL ASSISTANT (continued)

Knowledges, Skills and Abilities

Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period.

Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education.

Requires ability to write in a clear and concise manner.

Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form.

Requires ability to organize and present statistical data.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.