



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LEGAL RESEARCH ASSISTANT II	35	B	7.752
LEGAL RESEARCH ASSISTANT I	33	B	7.750

SERIES CONCEPT

Legal Research Assistants spend the majority of time providing the most difficult paralegal assistance/support to agency counsel, drawing upon their training and/or experience to analyze a specific set of facts; performing general legal research for a specific question of law; reaching a conclusion of law; presenting findings either orally or in writing for the attorney's review; and composing briefs, pleadings, motions and other legal documents for the attorney's review and signature.

Research legal problems and issues facing the agency and draft legal opinions, pleadings, motions and various other legal documents for agency counsel.

Compose business correspondence and legal memoranda concerning specific cases, issues or conclusions as requested by agency counsel or supervisors.

Review and analyze material evidence and other furnished information to identify favorable and unfavorable information regarding the client's or opposition's position in order to provide written summary of findings to counsel with sufficient information to determine appropriate legal action.

Interview clients to obtain information regarding their case; locate potential witnesses; obtain pertinent information from individuals who call requesting help in order to provide initial information to counsel; and provide referrals to other resources as applicable.

Prepare evidence packages to be presented by counsel at hearings; draft and prepare charts, graphs, chronologies regarding facts and evidence after review and analysis for litigation or compliance.

Evaluate opposing counsels' briefs to verify accuracy and determine whether citations are pertinent to issues of the case; and research and prepare opposition.

Research non-legal issues such as medical evidence, scientific methods of diagnosis and demographics that support litigation or other agency work; and provide related analysis such as trend or performance analysis.

Serve, process and file court documents either in person at courts or electronically into court docket and pick up or deliver documents; perform tasks related to the collection of debts owed to the State such as locating debtors and creating documents necessary for collection.

Maintain law library materials in hard copy and electronically; and index and maintain the court brief bank.

Review, monitor, research and prepare legislation and associated documents during legislative session and refer bills impacting the agency to the proper supervisor; may draft legislation, legislative history memorandums, regulations, bulletins, orders and impact statements; inform proper supervisor of possible implications; summarize and chart the effects of changes; and recommend an appropriate course of action.

Assist secretarial support staff with locating and using proper court rules, procedures, computer search methods pleading production and court filing (electronic and/or in paper format).

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Legal Research Assistant II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise Legal Research Assistant I's. Supervisory responsibilities include hiring, training, developing work performance standards and taking disciplinary actions. Incumbents also conduct more complex and in-depth legal research and analysis functions by applying higher-level knowledge and expertise.

Legal Research Assistant I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

* Applicants must attach a copy of their paralegal certificate or college or university transcripts, if applicable.

LEGAL RESEARCH ASSISTANT II

EDUCATION AND EXPERIENCE: Completion of an accredited paralegal program or an Associate's degree in paralegal studies, administration of justice or related field that included major coursework in legal studies and two years of experience which included legal research and preparation of pleadings and other documents filed in court; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Legal Research Assistant I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: substantive, procedural, evidentiary, and ethics law sufficient to analyze and formulate legal opinions regarding legal questions. **Ability to:** prepare legal documents; review written material and provide input to counsel and supervisor; conduct legal analysis and summarization; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: law on subject matter for which the department is responsible. **Working knowledge of:** supervisory techniques and practices. **Ability to:** provide training, assign work, develop work performance standards and evaluate the performance of subordinate staff.

LEGAL RESEARCH ASSISTANT I

EDUCATION AND EXPERIENCE: Completion of an accredited paralegal program or an Associate's degree in paralegal studies, administration of justice or related field that included major coursework in legal studies and one year of experience which included legal research and preparation of pleadings and other documents filed in court; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal publications and sources of information to effectively obtain pertinent

MINIMUM QUALIFICATIONS (cont'd)

LEGAL RESEARCH ASSISTANT I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
information; substantive, procedural, evidentiary and ethics law sufficient to analyze and formulate legal opinions regarding legal questions; how to use law libraries; preparation of legal documentation. **Ability to:** effectively compose business documents and legal correspondence; communicate effectively both orally and in writing; conduct research regarding legal issues using law libraries, the Internet and other sources as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Legal Research Assistant II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.752</u>	<u>7.750</u>
ESTABLISHED:	12/24/97UC	1/01/61
REVISED:		12/18/81-3
REVISED:		7/01/89P
REVISED:		9/27/88PC
REVISED:		7/01/93P
REVISED:		9/24/92PC
REVISED:		12/24/97UC
REVISED:	7/15/05PC	7/15/05PC
REVISED:	9/20/19PC	9/20/19PC