

POSITION VACANCIES ARE INITIALLY POSTED FOR CURRENT MSH EMPLOYEES WITH SIX MONTHS OF STATE SERVICE. PLEASE SUBMIT APPLICATIONS TO THE PERSONNEL DEPARTMENT (B-61). AFTER INITIAL POSTING, IF THE POSITION IS NOT FILLED BY A MSH EMPLOYEE, THE POSITION MAY BE FILLED THROUGH THE OPEN COMPETITIVE PROCESS.

POSTING DATE: 01/07/2015

CLOSING DATE: 01/09/2015

START SALARY: \$30,461.62

PARALEGAL SPECIALIST FORENSIC UNIT

Preference will be given to applicants who:

- **Have criminal justice and clinical work experience.**
- **Have strong organizational and time management skills.**
- **Have the ability to write, concise, grammatically correct documents.**
- **Have the ability to work collaboratively and professionally with Forensic staff, members of the legal community and the community at large.**
- **Have an excellent work ethic which includes high productivity as well as an excellent time and attendance record.**
- **Display excellent verbal, social, and communication skills.**

CHARACTERISTICS OF WORK

This is administrative work of a paralegal nature providing legal interpretation and consultation and performing research and reference services. An incumbent interprets and explains laws, regulations, and procedures to staff members; reviews reports and assists in preparation of legal documents that may require the referral of cases for prosecution; is responsible for supplying legal reference services; and conducts extensive research. Work is performed under the general supervision of an administrative superior. Incumbent supervises staff members.

EXAMPLES OF WORK

Examples of work performed in this classification include, but are not limited to, the following:

Interprets and explains federal and state laws, rules, regulations, policies, and procedures to staff members.

Trains and supervises staff members in reference work techniques.

Supplies reference services upon request.

Assists in preparation and examination of legal documents affecting the agency.

Reviews reports that may include assisting in referrals of cases for prosecution.

Conducts extensive research upon request from agency.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university; **AND**

Experience:

One (1) year of experience in court filings, records, and appeals.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED); **AND**

Experience:

Five (5) years of related experience, of which one (1) year must have been in court filings, records, and appeals.

Substitution Statements: Graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis. Thirty (30) semester hours from an

accredited school of law may be substituted for the one (1) year of experience in court filings, records, and appeals.

ESSENTIAL FUNCTIONS

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Interprets laws, rules, and regulations to existing and new staff members.
2. Examines and disseminates legal documents for conducting extensive research.