

Benton County Classification Specifications

Classification Series/Occupational Group: Legal (Administrative) Classification Title: Paralegal DBM Range: B21-B22 # of Subgrades: 2 FLSA: Non-exempt		Class Description: Incumbents are responsible for performing advanced administrative duties in support of Legal Professionals; assisting with the implementation of department goals, objectives, strategies, and policies; performing technical application; tracking and auditing records; preparing and modifying routine and non-routine reports; conducting legal research and preparing a variety of court documents; and conducting a variety of administrative projects and research.			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	Homogeneous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	Standard: Most difficult job responsibilities typically performed less than 50% of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of legal principles, practices & procedures to the completion of assignments.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Applies some advanced skills to the position; may adapt procedures and processes; resolves most questions and problems.
Subgrade 2	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities.	Significant: 50% or more of the employee's time is dedicated to the responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies comprehensive knowledge of the legal field to the completion of complex and non-routine assignments.	Usually works with moderate to limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity. This level is reserved for those positions serving in a Lead or Trainer role. Developing administration skills.