

Minimum Qualification Specifications
for the Classes:

LEGAL ASSISTANT II AND III

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, and in the amounts indicated in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Legal Assistant II	4	0	4
Legal Assistant III	4	1/2	4-1/2

General Experience: Paralegal work experience which demonstrates that the applicant possesses knowledge of interviewing techniques; rules of evidence; the legal system and procedures; legal research methods and sources of legal information; and that the applicant also has the ability to understand and explain legal processes and procedures; evaluate and analyze facts and legal issues; prepare legal reports, documents and correspondence; speak clearly, and follow oral and written instructions.

Specialized Experience: Government paralegal work experience which demonstrates that the applicant has knowledge of government paralegal functions and the ability to provide preliminary legal consultation services to government personnel; establish evidence and develop the government's position+ in legal cases; and perform legal research and prepare drafts, outlines or summaries of legal subjects, laws, statutes, briefs and other legal documents.

Substitutions Allowed

1. Graduation from an accredited Legal Assistant training program with at least sixty (60) semester credit hours may be substituted for the General Experience requirement.
2. Possession of a degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for all required General and Specialized Experience.

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3. Partial completion of training at an accredited Legal Assistant training program or at an accredited School of Law may be substituted for the required General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed legal or paralegal course work for one (1) year of experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes LEGAL ASSISTANT II and III, which were approved on January 3, 2012.

Date Approved: _____

3/8/14



JAMES K. NISHIMOTO, Director

Department of Human Resources Development