

**UNC WILMINGTON
PARALEGAL CAREER BAND**

Description of Work: Paralegals perform substantive legal work under the supervision of an attorney that absent the paralegal, the attorney would perform the task. Paralegals may manage cases, prepare legal documents, research legal issues and/or public records, analyze facts and documents, coordinate discovery processes, interview and coordinate witnesses, communicate with client(s), the public and others, organize and maintain case files, coordinate work with others, file documents in judicial and quasi-judicial venues, and provide litigation support as deemed appropriate. Paralegals must be knowledgeable in the technical aspects of law needed to support an attorney, which includes knowledge of documents and procedures applicable to related areas of law.

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply.

Competency	Definition / Levels		
Technical Knowledge	Achieves satisfactory level of technical skill or knowledge in related areas and keeps abreast of current developments and trends in area of expertise.		
	Contributing	Journey	Advanced
	1. Displays basic knowledge of legal concepts and procedures needed to complete assigned tasks; works under close supervision of an attorney.	1. Exhibits working knowledge of legal concepts and procedures needed to complete assigned tasks; works with limited supervision.	1. Demonstrates comprehensive knowledge of legal concepts; initiates procedures; works independently.
	2. Displays ability to locate resources needed to stay current in area of practice.	2. Exhibits working knowledge of resources needed to stay current in area of practice; maintains proficiency in area of practice.	2. Demonstrates comprehensive knowledge of resources needed to stay current in area of practice; may serve as technical expert in area of practice.
	Definitions: <u>Working knowledge</u> - expertise gained by experience during the progression from basic to comprehensive in an area of practice; competent familiarity		
Communication	Clearly and concisely conveys verbal, nonverbal, or written information by listening and understanding the message and by responding accordingly to clients, attorneys, court personnel, and others to develop and maintain professional working relationships.		
	Contributing	Journey	Advanced
	1. Develops ability to clearly and concisely convey verbal, nonverbal, or written information.	1. Clearly and concisely conveys verbal, nonverbal, or written information.	1. Same as journey.
	2. Develops ability to listen and understand the message and responds accordingly.	2. Listens and understands the message and responds accordingly.	2. Same as journey.

Competency	Definition / Levels											
Communication (cont'd)	3. Acquires basic understanding of working relationships with client(s), attorneys, court personnel, and others; demonstrates the ability to develop and maintain professional working relationships.	3. Understands working relationships with client(s), attorneys, court personnel, and others; develops and maintains professional working relationships.	3. Demonstrates comprehensive understanding of working relationships with client(s), attorneys, court personnel, and others; continually develops and maintains professional working relationships.									
Definitions: <u>Court Personnel</u> – officials or staff including but not limited to clerks of court; trial administrators; judges; hearing officers; district attorneys and staff; court reporters; law enforcement personnel; and legal departments and designated personnel within agencies, boards, and commissions. <u>Clients</u> - anyone represented or served by the employer												
Legal Project Management	Manages legal project(s), establishes tasks and activities associated with intended outcomes and timelines, and takes action to achieve desired results.											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%; text-align:center">Contributing</th> <th style="width:33%; text-align:center">Journey</th> <th style="width:33%; text-align:center">Advanced</th> </tr> </thead> <tbody> <tr> <td data-bbox="401 597 940 792">1. Follows established procedures to collect, review, and maintain information.</td> <td data-bbox="940 597 1478 792">1. Recommends new or revised procedures as needed to collect, review, and maintain information.</td> <td data-bbox="1478 597 2018 792">1. Establishes procedures to collect, review, and maintain information.</td> </tr> <tr> <td data-bbox="401 792 940 987">2. Tracks deadlines for legal cases or projects; coordinates with clients, attorneys, and others to ensure that work is completed in a timely manner; works under close supervision.</td> <td data-bbox="940 792 1478 987">2. Tracks and manages project activities; initiates shifts in priorities as required by internal and external demands; may coordinate multiple cases or projects; works with limited supervision.</td> <td data-bbox="1478 792 2018 987">2. Provides comprehensive management for multiple cases or projects including those involving complex issues; coordinates the work of others, possibly the efforts of staff in other work units; works independently</td> </tr> </tbody> </table>				Contributing	Journey	Advanced	1. Follows established procedures to collect, review, and maintain information.	1. Recommends new or revised procedures as needed to collect, review, and maintain information.	1. Establishes procedures to collect, review, and maintain information.	2. Tracks deadlines for legal cases or projects; coordinates with clients, attorneys, and others to ensure that work is completed in a timely manner; works under close supervision.	2. Tracks and manages project activities; initiates shifts in priorities as required by internal and external demands; may coordinate multiple cases or projects; works with limited supervision.	2. Provides comprehensive management for multiple cases or projects including those involving complex issues; coordinates the work of others, possibly the efforts of staff in other work units; works independently
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Definitions: <u>Complex</u> : Combination of the following factors: Significant interest to the State; Significant jurisprudential issues; protracted cases; Voluminous documents; Multiple parties, claims and defenses; Issues of first impression.												

Competency	Definition / Levels		
Legal Research	Reviews and studies case law, statutes, and legislation; identifies primary and secondary legal authorities; Shepardizes legal citations; and locates, compares, and relates law and relevant information from various sources.		
	Contributing	Journey	Advanced
	1. Displays basic knowledge of case law, statutes, and legislation.	1. Exhibits working knowledge of case law, statutes, and legislation.	1. Demonstrates comprehensive knowledge of case law, statutes, and legislation.
	2. Displays basic knowledge of legal terms and definitions; uses primary and secondary legal authorities.	2. Exhibits working knowledge of legal terms and definitions, including those relevant in moderately complex matters; identifies primary and secondary legal authorities.	2. Demonstrates comprehensive knowledge of legal terms and definitions, including those relevant in more complex matters; studies and applies primary and secondary legal authorities.
	3. Displays basic knowledge of the process of Shepardizing cases.	3. Exhibits working knowledge required to Shepardize cases; during defined research projects, identifies additional issues and consults supervising attorney regarding relevance.	3. Demonstrates comprehensive knowledge of Shepardizing cases; independently discovers and pursues relevant issues; recommends application of findings.
	4. Develops ability to study and evaluate case law to support arguments.	4. Exhibits ability to study and evaluate case law to support arguments involving moderately complex issues.	4. Studies and evaluates case law to support arguments involving complex issues without specific precedent or extending beyond the familiar parameters of North Carolina and federal law.
	5. Locates relevant information from various sources.	5. Locates, compares, and summarizes relevant information from various sources, some of which may involve moderately complex issues.	5. Organizes, drafts, and presents findings to support arguments, often in situations involving complex facts and nonrecurring legal issues.
<p>Definitions:</p> <p><u>Primary legal authority</u>: statutes and case law</p> <p><u>Secondary legal authority</u>: legal resources, which guide a case, such as a legal article, law review article, textbook, treatise, etc.</p> <p><u>Shepardize</u>: to determine the subsequent history of a case by using a printed or computerized version of Shepard's citators, or the equivalent, to assure continued relevance to the current issue/matter for which it is cited</p> <p><u>Moderately Complex</u>: Combination of the following factors: evolving legal principles; multiple claims and defenses; multiple parties; facts which are not subject to proof through eye witness testimony.</p>			

Competency	Definition / Levels		
Facilitation	Assists a group or individual accomplish specific goals; manages change by providing the needed structure and environment for interactions to be effective.		
	Contributing	Journey	Advanced
	1. Performs delegated tasks as directed.	1. Coordinates tasks to facilitate work flow and advance the work goals.	1. Independently directs work flow and office activities; manages and coordinates tasks of others to achieve work goals.
Knowledge (Program)	Has knowledge of legal services, applicable court and administrative procedures, methods, and practices, and their application.		
	Contributing	Journey	Advanced
	1. Displays basic knowledge of applicable court and administrative procedures, methods and practices, and their application.	1. Exhibits working knowledge of applicable court and administrative procedures, methods and practices, and their application.	1. Demonstrates comprehensive knowledge of: (a) applicable court and administrative procedures, methods and practices, and their application; (b) multiple forums; and/or (c)
	2. Displays basic knowledge of the agency's role and services provided to the client(s).	2. Exhibits working knowledge of the agency's role and services provided to the client(s).	2. Demonstrates comprehensive knowledge of the agency's role and services provided to the client(s); independently disseminates such information.
	3. Displays basic knowledge of applicable office policies and procedures of agency and client(s).	3. Exhibits working knowledge of applicable office policies and procedures of agency and client(s).	3. Demonstrates comprehensive knowledge of applicable office policies and procedures of agency and client(s).
Definitions: <u>Agency</u> - state government entity (department, university, board, commission, etc.)			
Litigation Support	Works in conjunction with attorneys to accomplish necessary tasks in legal proceedings.*		
	Contributing	Journey	Advanced
	Displays basic knowledge of the area of law and judicial procedures; follows basic legal procedures; works under close supervision of an attorney.	Exhibits working knowledge of the area of law and judicial procedures; independently follows legal procedures involving a variety of matters; works under the supervision of an attorney.	Demonstrates comprehensive knowledge of the area of law and judicial procedures; independently follows legal procedures that may involve complex matters; manages tasks or staff involved in legal proceedings; works independently under the direction of an attorney.

Competency	Definition / Levels		
Litigation Support (cont'd)	*Examples of tasks performed in legal proceedings include, but are not limited to, the following:		
	1. Pleadings	<ul style="list-style-type: none"> • Investigates, collects and reviews information. • Reviews, analyzes, researches, and summarizes pleadings. • Drafts pleadings. 	
	2. Discovery	<ul style="list-style-type: none"> • Drafts discovery requests. • Reviews and analyzes responses to discovery. • Drafts responses to discovery. 	
	3. Motions/Orders	<ul style="list-style-type: none"> • Drafts motions, responses to motions, orders, and decisions. 	
	4. Trials/Hearings	<ul style="list-style-type: none"> • Assists attorney with all aspects of trial or hearing preparation. • Participates in case strategy meetings. • Interviews, prepares, and coordinates witnesses; organizes witness examinations; drafts witness affidavits. • Prepares and organizes exhibits. • Drafts subpoenas, notices of hearing, and other documents. • Attends and assists attorney at depositions, trials, and hearings. 	
	5. Appeals	<ul style="list-style-type: none"> • Drafts record on appeal and/or agency record. • Drafts briefs and/or memoranda of law. 	
	6. Other	<ul style="list-style-type: none"> • Facilitates filing and service of documents; drafts settlement agreements, correspondence, and other documents; proofreads legal documents for substance. 	
	Definitions: <u>Pleading</u> - a formal document in which a party to a legal proceeding sets forth or responds to allegations, claims, denials, or defenses <u>Discovery</u> - the compulsory disclosure at a party's request of information that relates to the litigation <u>Motion</u> - a written or oral application requesting a court to make a specified ruling or order <u>Order</u> - a written direction or command delivered by a court, judge, administrative agency, board, or commission		
Training and Experience Guidelines	Recommended Minimum Training Guideline: Graduation from an accredited* paralegal program or an equivalent combination of training and experience. * Accreditation may be from the American Bar Association or other recognized organization.		
	Contributing	Journey	Advanced
Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class and may not be applicable to all positions.			