

PARALEGAL-CONFIDENTIAL

I. DEFINITION

PARALEGAL-CONFIDENTIAL

This is professional, confidential work related to the provision of paralegal support to legal counsel and/or staff attorneys in an agency's central legal office. Positions allocated to this title definition perform specifically delegated, substantive legal work in confidential matters relating to labor relations under the general supervision of legal counsel or a staff attorney. Positions perform a combination of three or more of the following worker activities:

1. Conduct specialized or very complex legal research and analysis of case law
2. Assist attorneys at trials and/or hearings
3. Draft and prepare a variety of legal documents
4. Negotiate settlements
5. Independently manage or investigate assigned complex cases
6. Confidential - handles cases involving the employer's strategy or position in labor relations, for example: preparing the employer's case in grievance or unfair labor practice cases.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Positions that provide confidential program assistance in a wide range and combination of activities or paraprofessional program support assistance of considerable difficulty for a majority of the time and are more appropriately classified as Program Assistant-Confidential or Program Assistant-Advanced-Confidential.