

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PARALEGAL SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory positions which function as Paralegal Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are supervisory positions that function as Paralegal Supervisors and perform as, and supervise, Paralegal – Advanced positions in the performance of a wide range and combination of professional-level, law-related activities to assist a major state agency’s chief legal counsel and staff attorneys in the delivery of legal services. Positions in this classification meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not supervise Paralegal positions.
3. Positions that are not located within a major (more than 1,500 positions) state agency.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **PARALEGAL SUPERVISOR**

Positions in this classification function as Paralegal Supervisors and perform as, and supervise, Paralegal - Advanced positions in the performance of a wide range and combination of professional-level, law-related activities to assist a major state agency's chief legal counsel and staff attorneys in the delivery of legal services. Positions conduct specialized or very complex legal research and the analysis of case law; assist attorneys at trials and/or hearings; draft and prepare a variety of legal documents; negotiate settlements; and independently manage or investigate assigned complex cases. Positions may also perform law office management and administration duties including human resource management, financial and long range planning, budget administration, purchasing, payroll, electronic litigation support, database management, and staff training and development. Positions report directly to the chief legal counsel of a major state agency. Work is performed under general supervision.

#### **Representative Positions:**

Health and Family Services – This position reports to the Chief Legal Counsel of the Department of Health and Family Services and provides advanced paralegal assistance and services to the Chief Legal Counsel, Assistant Chief Legal Counsel, and the agency. Responsibilities include managing the planning and business functions as well as the overall operations of the Department's legal office in the areas of general management, information technology/systems management including website design and maintenance, equipment, facilities and office services management, financial management, and human resource management. This position prepares legislatively mandated annual reports and supervises paralegal, legal assistant and legal secretary positions/functions.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of the Professional Program Support Survey to describe positions that function as Paralegal Supervisors. This classification was modified effective July 9, 2006, and announced in Bulletin OSER-0121-MRS/SC to remove the allocation for the DOJ as a result of the 2004 Legal Support Staff survey.

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