



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LEGAL SUPPORT WORKERS, ALL OTHER

| Class Title | Class Code | Pay Band | Alt Pay Band* |
|------------------------------------|------------|----------|---------------|
| Legal Support Workers, All Other-B | H2099B | 45 | |
| Legal Support Workers, All Other-O | H2099O | 50 | |
| Legal Support Workers, All Other-A | H2099A | 55 | |

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

All legal support workers not listed separately.

Nature of Work

Legal support workers perform highly specialized work requiring knowledge of technical terminology and procedures and protocols. They prepare correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or a paralegal. They also review legal journals and assist with legal research by verifying quotes and citations in legal briefs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role, under the direction and guidance of an attorney, determine applicant eligibility for representation, act as liaison for attorneys to maintain communication between attorneys and clients, assist with legal research, draft legal instruments, assist in document preparation, correspondence and some investigative tasks.

Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of office administration.

Minimum Qualifications

High School diploma or GED and six (6) months of office administration.

Operational

- Employees in this Role, under the direction and guidance of an attorney, perform legal research and draft legal instruments and correspondence, and perform some investigative tasks.
- Employees spend a significant portion of time assisting with legal research and other non-investigative support activities.

LEGAL SUPPORT WORKERS, ALL OTHER

Recommended Education and Experience for Full Performance

Associates degree in legal studies or related field and two (2) work experience drafting and preparing legal correspondence, conducting basic legal research and maintaining a case management/tracking system.

Minimum Qualifications

High School diploma or GED and one (1) year of work experience in office administration.

Advanced

- Employees in this Role, under the direction and guidance of an attorney, perform investigations in difficult situations and identify and describe legal problem areas in consultation with a staff attorney.

Recommended Education and Experience for Full Performance

Associates degree in legal studies or related field and four (4) years of work experience drafting and preparing legal correspondence, conducting basic legal research and maintaining a case management/tracking system.

Minimum Qualifications

High School diploma or GED and two (2) years of work experience drafting and preparing legal correspondence, conducting basic legal research and maintaining a case management/tracking system.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

LEGAL SUPPORT WORKERS, ALL OTHER

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Time Management — Managing ones own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.