

POSITION SUMMARY

Under the general supervision of the Chief Legal Counsel and Deputy Legal Counsel and the direction of the Lead Worker Paralegal, this Paralegal - Confidential position provides professional, confidential legal assistance requiring independent judgment and initiative. The position supports and assists the Department's Division of Legal Services with providing legal services to the Department and other cabinet agencies in the executive branch. Responsibilities include assistance with the preparation and presentation of cases before the Wisconsin Employment Relations Commission (WERC) and the processing of open record requests under Wisconsin's Public Records Law.

GOALS AND WORKER ACTIVITIES

- 25% A. Provision of support in the drafting of legal documents.
- A.1. At the direction of lead attorneys, assist with the drafting of a variety of legal documents necessary for litigation before the WERC and Wisconsin Equal Rights Division (ERD), including pleadings, briefs, proposed orders, discovery requests and responses, letters, motions, affidavits, stipulations, releases and memos.
 - A.2. Proofread and finalize documents drafted by attorneys, ensuring that they are accurate, complete and error-free.
 - A.3. Maintain files and filing system including case and subject files, decisions, legal opinions and public records requests.
- 40% B. Provision of support in the litigation of cases before the WERC and ERD.
- B.1. Analyze file materials and work with attorneys to obtain necessary follow-up information.
 - B.2. Locate and conduct preliminary interviews of witnesses and assist with witness preparation in cases dealing with employment issues and other legal matters.
 - B.3. Review discovery requests, including but not limited to interrogatories and requests for admissions and obtain information and documents necessary to prepare and file appropriate responses.
 - B.4. Obtain other information and documents necessary for case preparation as directed by attorneys.
 - B.5. Inform and update witnesses, clients, and Department legal counsel on status of schedule for various meetings, hearings and prehearing conferences.

- 30% C. Assist with processing of records requests under the Wisconsin Public Records Law.
- C.1. Serve as a Department point of contact for requests for public records from a variety of sources including attorneys, legislators, and the general public.
- C.2. Review gathered records for confidential information pursuant to public records statutes and present recommendations regarding confidentiality to legal counsel. Prepare documents for release to the public, including removal of confidential information protected by law, and make necessary photocopies. Communicate with requestors regarding status of response or document review.
- C.3. Compose appropriate responses to records requests for legal counsel signature requiring knowledge of relevant statutes and citing pertinent statutory references.
- 5% D. Miscellaneous duties.
- D.1. Review and analyze business and citizen requests for information, research questions, and directly correspond with requestors of information.
- D.2. Review and keep current on court rules, administrative code, and statutory changes and court decisions.
- D.3. Assist the unit in the performance of varied paralegal tasks. Maintain electronic examples of pleadings, memos and other legal documents.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent oral, written, and interpersonal communication skills.
2. Knowledge of and familiarity with legal terminology and legal documents.
3. Knowledge of and familiarity with court filings and docketing procedures.
4. Ability to work independently with minimal supervision.
5. Ability to analyze facts and determine compliance with legal requirements.
6. Ability to exercise sound judgment and discretion.
7. Skills in logically assembling, organizing and clearly presenting information relevant to rules, policies, procedures and reports.
8. Knowledge of legal and policy research tools and resources.
9. General knowledge of and ability to interpret statutes and administrative rules.
10. Skills in using computer programs, such as Microsoft Office Suite and Internet; familiarity with legal software such as Lexis/Nexis.