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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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| Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |

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| **POSITION DESCRIPTION** |

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| This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position. |

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** |
|  | ATY GNRL CENTRAL OFFICE |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
|  | Environment and Government Operations Bureau |
| **4. Civil Service Position Code Description** | **10. Division** |
| Paralegal-8-10 | Corrections  |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Paralegal |  |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| Sarah Robbins, First AssistantATTORNEY ADMINISTRATOR-2  |  |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| Division Chief, Corrections DivisionAttorney Administrator-3 | 525 W. Ottawa Street, Lansing, MI 48913 / Monday - Friday 8:00 a.m. - 5:00 p.m. |

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| **14. General Summary of Function/Purpose of Position** |

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| This position provides support to division attorneys handling employment and tort litigation, including lawsuits covering a wide range of claims, including civil rights violations, torts, hostile work environment, discrimination, retaliation, under various state and federal statutes. The position performs a full range of paralegal activities under the supervision of attorneys assigned to cases.   The position will exercise judgment in performing various legal and administrative tasks requiring the interpretation and application of legal concepts and DAG policies and procedures. Tasks include but are not limited to, drafting and issuance of litigation hold notices, assistance with drafting and responding to discovery requests, managing document productions, E-discovery (collection, review and production of electronic data in litigation), organizing documents for witness prep and depositions, organizing trial exhibits and other pre-trial organizational assistance, interacting with the client in gathering information and documents, and administering expert contract approvals and renewals.  |

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| **15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **50** |
| Drafts all litigation hold notices (LHNs) and expert contracts. |
| **Individual tasks related to the duty:** |  |  |
| * Prepares litigation hold notices, distributes them to all appropriate parties, and saves the LHN in accordance with the division’s protocols.
* Drafts expert contracts, including administrative approvals and renewals.
* Meets with supervising attorneys on assigned tasks related to case management, organization and administration.
* Reviews materials in pending cases and prepares records as assigned.

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| **Duty 2** |
| **General Summary:** | **Percentage:** | **20** |
| Provides litigation support services through the organization of and management of computerized record/management tools. |
| **Individual tasks related to the duty:*** Inputs information into any database, categorizes and retrieves information included in the database.
* Provides litigation support services that may be assigned including but not limited to using computerized records management software.
* Routinely tracks division-wide data aggregation projects and creates and maintains trackers for division-level projects.
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| **Duty 3** |
| **General Summary:** | **Percentage:** | **20** |
| Independently maintains, organizes, and categorizes litigation discovery and evidence to meet discovery objectives. |
| **Individual tasks related to the duty:** |  |  |
| * Develops and responds to discovery as part of the written discovery process.
* Organizes discovery materials and case-related records.
* Prioritizes case needs and assists attorneys in preparing for discovery responses, motion responses, and other needed responses.
* Reviews materials in pending cases and prepares discovery and case summaries.

Performs case organization and production work as assigned.

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| **Duty 4** |
| **General Summary:** | **Percentage:** | **10** |
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| Handles other paralegal assignments as needed and directed by division supervisors.  |
| **Individual tasks related to the duty:** |  |  |
| * Assisting attorneys at trial
* Research projects
* Historical records review
* Maintaining databases
* Other projects as assigned
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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**  |

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| Reviews discovery materials exchanged in litigation, including administrative, state or federal litigation. The litigation tasks include but are not limited to drafting discovery requests and discovery responses, organizing documents in discovery, reviewing documents exchanged during discovery, including redactions and bates stamping, preparing reports and spreadsheets to categorize documents and file information throughout the litigation, and handling and organizing any electronic (E-discovery) information as part of case management.  |

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| **17. Describe the types of decisions that require the supervisor's review.**  |

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| Applies legal concepts and DAG policies and procedures in performing specific tasks, drafts deposition and case summaries as assigned, assists with providing information and documents to client/witnesses in prep for depositions and trial, coordinates expert review of file materials, organizes trial exhibits and other pre-trial organizational activities, drafts discovery requests and responses, conducts document reviews and oversees document productions, prepares expert contracts for approval and renewal, prepares legal holds. |

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| **18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.** |

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| Performance of job is typically done in sitting position but occasionally requires stooping, bending, balancing, kneeling, lifting and carrying of boxes, files and other materials. |

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| **19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.** |

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| **Additional Subordinates** |

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| **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** |

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** |

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| N/A - New Position |

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| **23. What are the essential functions of this position?** |

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| Assists and provides support to attorneys in state, federal or administrative litigation, including file organization, drafting discovery pleadings and overseeing document productions, gathering and reviewing documents, organizing file materials for witness preparation and depositions, assisting with pre-trial organizational activities, and performing administrative tasks, including legal holds and expert contract approvals and renewals. |

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| **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** |

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| N/A - New Position |

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| **25. What is the function of the work area and how does this position fit into that function?** |

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| To serve within a litigation division of the Department of Attorney General providing legal counsel and legal representation to the State of Michigan, its agencies, officials, and employees. This position is a staff position assigned to assist the Division's attorneys in state, federal litigation and administrative litigation. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** |

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| **EDUCATION:** |

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| Possession of an associate's degree in a paralegal or legal assistant program. |

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| **EXPERIENCE:** |

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| **Paralegal 8**No specific type or amount is required.**Paralegal 9**One year of experience equivalent to a Paralegal 8.**Paralegal E10**Two years of experience equivalent to a Paralegal, including one year equivalent to a Paralegal 9.**Alternate Education and Experience****Paralegal 8 - 11**Graduation from any paralegal or legal assistant program approved by the American Bar Association may be substituted for the education requirement. |

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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| Developing knowledge of computerized legal research methods and writing; the litigation process; a working knowledge of the operation and structure of the Department of Attorney General and the client agencies.   |

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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** |

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| ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*** |

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| **Supervisor** |

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| **Date** |

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| **Indicate any exceptions or additions to the statements of employee or supervisors.** |

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| ***I certify that the entries on these pages are accurate and complete.*** |

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| **Appointing Authority** |

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| ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*** |

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| **Employee** |

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