

## **NoRTEC JOB-SPECIFIC SKILLS COMPETENCY**

### **PARALEGAL**

**DOT: 119.267-026 SVP 7**

#### **CORE SKILL COMPETENCIES/INDICATORS:**

- 1. Can demonstrate knowledge/usage of the basic workings of a computer key board, word processing, and a computerized legal research system. (IN, S, T)**
- 2. Can demonstrate knowledge of general legal processes, legal terminology, and research/investigative techniques. (IN, S)**
- 3. Can demonstrate knowledge of specialized areas of law, such as litigation, family law, contracts, criminal law, real estate, estate planning and probate, labor law and/or corporate law, as appropriate to area of practice. (IN, S)**
- 4. Can demonstrate ability to investigate facts, and to research and identify appropriate laws, statutes, recorded judicial decisions, legal articles, and established codes for the purposes of determining viability of client cases. (IN, S)**
- 5. Can demonstrate ability to collect and analyze legal materials to ascertain appropriate course of action and to develop cases for review by supervising attorney. (IN)**
- 6. Can demonstrate ability to prepare legal documents, such as briefs, pleadings, legal memoranda, contracts, separation agreements, mortgages, deeds, trust instruments, wills, tax returns, and patents, for review, approval and use by attorney. (IN, S)**
- 7. Can demonstrate ability to appraise and inventory real and personal property for the purposes of estate planning. (IN, S)**
- 8. Can demonstrate ability to file pleadings with appropriate court clerk. (IN, I, S)**
- 9. Can demonstrate ability to interview witnesses and clients, and prepare depositions, affidavits and/or declarations. (IN, I)**
- 10. Can demonstrate ability to organize and maintain various systems in a law office, including calendaring, logs, retainer agreements, and correspondence, document, financial, reference, and form files. (R, IN, S)**
- 11. Can demonstrate ability to effectively communicate, both personally, and telephonically with clients, co-workers, opposing counsel, court clerks, etc. (IN, I)**
- 12. Can demonstrate ability to formulate a business letter for review by supervising attorney. (IN, S, T)**
- 13. Can demonstrate ability to formulate a question, identify the task, and follow through in a logical manner. (R, IN, S)**
- 14. Can demonstrate ability to effectively communicate in written format with clients, supervising attorney, co-workers, opposing counsel, court clerks, etc. (IN, I)**
- 15. Can demonstrate ability to assist supervising attorney during court trials. (IN, I)**
- 16. Can demonstrate ability to direct and coordinate the activities of law office employees, as required. (R, I, S)**
- 17. Can demonstrate knowledge of the legal professions Code of Ethics. (IN, S)**