JOB DESCRIPTION
Senior Paralegal Specialist

Definition of Class
This is a supervisory position in which the incumbent oversees the work of subordinate paralegals and law students. The incumbent creates publications, including handbooks and deskbooks for judges, clerks, court reporters, law clerks, and others within the court system. Prepares legal memoranda and written materials to meet CLE requirements for all Mississippi Judicial College training programs.

Examples of Work Performed
Conducts legal research in reviewing, analyzing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related authorities to process and publish handbooks, deskbooks, and other legal publications.

Reviews case files; reads briefs, records, motions, opinions, judgments, stipulations and memoranda.

Maintains and updates library reference materials for departmental library.

Performs intricate duties involved in the layout, design, compilation and format of legal documents and written materials for publication or printing.

Organizes the research according to the needs of the constituents and arranges the subject matter to reflect the duties and responsibilities of subject groups.

Prepares reports and analyses reflecting progress, adverse trends, and appropriate recommendations or conclusions.

Supervises subordinate staff regarding research documentation, office procedures and file maintenance.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conducts legal research.
2. Uses computer equipment to layout, design, compile and format documents.
3. Prepares reports and analysis.
4. Supervises and coordinates the work of subordinate employees.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing,
identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to walk and stand.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in paralegal studies or a related field from an accredited four-year college or university.

  **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

  **OR**

- **Education:** Juris Doctorate Degree.

  **AND**

- **Experience:** One (1) year of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 03/31/2015

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