

HELP WANTED:

PARALEGAL SPECIALIST ASSISTANT

DUTIES:

- Review and organize complex factual material and other documentary data for investigations and trials.
- Perform legal research in a variety of areas, often involving complex legal issues and interpretation of statutes and rules.
- Provide advice on the most efficient method for preparing legal documents.
- Use tables and citation checking with efficiency.
- Prepare a variety of substantive legal documents to include extradition requests, grand jury and trial subpoenas, interrogatory requests, and documentation relevant to acquiring evidence or testimony.
- Develop and enter various case material into a computer database.
- Prepare charts, graphs, and tables to illustrate results.
- Prepare, develop, compile, or maintain jury instructions in preparing for trial.
- Prepare exhibits for trial, which typically include a wide range of visual materials.
- Provide litigation case management and organize cases for court presentation.

REQUIREMENTS: Associate degree or a certificate

ANNUAL SALARY: \$57,982–\$75,836

Adapted from USAJOBS.gov. Retrieved from <https://www.usajobs.gov/GetJob/ViewDetails/363982300>