

**WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
DIVISION OF LEGAL SERVICES AND COMPLIANCE**

**BUSINESS TEAM PARALEGAL
Position Description**

The Division of Legal Services and Compliance (DLSC) provides inspection, audit, investigative, and legal services to the department and the regulatory authorities attached to it. The Business Team Paralegal functions under the general supervision of the Legal Manager of the Division. This position performs paraprofessional legal work to assist the Division in the investigation, commencement and prosecution of formal disciplinary actions against credential holders of the department and regulatory authorities attached to the department. This position conducts specialized legal research, maintains a caseload under supervision of the Legal Manager, prepares and edits a variety of legal documents, and manages legal cases.

40% A. Provision of paraprofessional support of Business Team Caseload.

- A1. Draft a variety of legal documents necessary for regulatory prosecutions, such as pleadings, briefs, proposed orders, discovery requests, discovery responses, letters, motions, affidavits, stipulations, releases, and memos, etc.
- A2. Proofread documents drafted by others, ensuring through quality control checklists that legal documents are accurate, complete and error-free.
- A3. Maintain a caseload under the supervision of assigned attorneys, the lead attorney, and legal manager with the negotiation of administrative warnings and orders to formal discipline.
- A4. Determine violations under the supervision of assigned attorneys, the lead attorney, and legal manager and discuss with case advisor, if appropriate.

20% B. Provision of paraprofessional support to attorneys in the research of legal and factual issues.

- B1. Analyze investigative information, including health care records, to determine legal and medical issues; obtain any necessary follow-up information.
- B2. Review case files and prepare findings of fact for use in various legal proceedings, such as default judgment motions and brief writing.
- B3. Research legal issues for the team, using LEXIS, LOIS, SHEPARD'S and other databases and citation services as necessary.
- B4. Review discovery requests, including but not limited to interrogatories and requests for admissions, and review file to obtain appropriate responses. Identify, locate and compile exhibits to accompany responses.
- B5. Locate and preliminarily interview witnesses, including but not limited to health care providers and patients.
- B6. Obtain background information about and locate lay witnesses, expert witnesses and defendants.
- B7. Compile records and other background information needed for expert witnesses to evaluate a case.

20% C. Provision of paraprofessional support to attorneys in the management of case files and case loads and training.

- C1. Identify, obtain, compile and organize case file documents such as investigative reports, lab records, court records, medical records, employment records, financial records, therapy reports, criminal histories, etc.
- C2. Manage case load in such a manner as to ensure team productivity and timeliness.
- C3. Manage the timeline of events for each case, including monitoring deadlines and setting priorities.
- C4. Directly communicate with clients, witnesses, victims, court and administrative personnel, opposing counsel, experts, board members and medical personnel (e.g. preliminary interviewing, scheduling, information gathering, responding to questions or concerns, etc.).
- C5. Keep interested parties apprised of case developments and of scheduling changes.
- C6. Assist DLSC management in researching and presenting legal training to department staff.

10% D. Provision of support to attorneys in final hearing preparation and during hearings.

- D1. Arrange for service of subpoenas and/or serve subpoenas and other legal documents.
- D2. Coordinate appearance of witnesses at hearings.
- D3. Maintain exhibits submitted as evidence during hearings.
- D4. Take notes of proceedings and hearings to assist attorneys in health care regulation prosecutions. Note discrepancies or other concerns in testimony given at the hearings.

10% E. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative law, evidence and the statutes and rules related to the department.
- Knowledge of legal terminology, documents and files.
- Knowledge of medical terminology
- Ability to analyze facts and determine compliance with legal requirements.
- Ability to exercise sound judgment and discretion.
- Skills in logically assembling, concisely organizing and clearly presenting information relevant to rules, policies, procedures and reports both orally and in writing.
- Skills in legal research.
- Skills in effective oral and written communication.
- Skills in organization.
- Skills in using computer programs; such as Microsoft Office Suite, Lexis/Nexis, and the internet.
- Ability to work independently.
- Grammar, punctuation, and proofreading skills.
- Recordkeeping skills.
- Problem-solving skills.
- Interpersonal skills.
- Prioritization skills.

- Ability to represent the agency in a positive and professional manner and to participate enthusiastically and consistently in the implementation and enforcement of division and department directives, policies and procedures
- Professional and courteous demeanor with supervisors, staff and stakeholders with a dedication to teamwork and professional collaboration to achieve team, division and agency objectives.