PARALEGAL

This position functions under the general supervision of Chief Legal Counsel and the Records Management Supervisor. This position performs paraprofessional legal work in the Division of Professional Credential Processing including reviewing and preparing formal denial and disciplinary actions against credential holders and managing case-related files. This position conducts specialized legal research, drafts a variety of legal documents and provides paralegal assistance to credentialing staff.

70% A. Provision of paraprofessional support to the Credentialing Division including legal research, document preparation and management of application cases and orders.

- A1. Draft and review a variety of legal documents, such as proposed orders, denials and legal research memorandum.
- A2. Research legal and factual issues using LEXIS, WESTLAW, LOIS and other databases as necessary, including using SHEPARDS or other citation services.
- A3. Inform applicant, agency and credentialing staff of application case development under review and scheduling changes. Act as liaison to applicant regarding case management.
- A4. Identify, compile and organize application file documents such as investigative reports, lab records, court records, medical records, employment records, financial records, criminal histories, etc. for hearings or appeals.
- A5. Plan and manage application case files. Analyze information to determine necessary follow-up; obtain follow-up information.
- A6. Investigate and draft answers in response to information requests. Identify, locate and compile licensing records to accompany responses.
- A7. Review and assess evidence leading to denial, limited license and summary suspensions to determine issues presented and ensure that suspension is legal and justified.
- A8. Answer inquiries relative to assigned files.

20% B. Coordination of conviction review process.

- B1. Review application and renewal files for conviction history and request additional information.
- B2. Request criminal background checks from the Department of Justice (DOJ) for applications that indicate convictions, alTests, pending charges and alcohol or other drug assessments. Review applications with Convictions Coordinator and legal counsel when necessary
- B3. Retrieve FBI reports from DOJ database and review results.
- B4. Work with credentialing supervisors and/or their staff regarding terms of compliance, monitoring or conviction issues.
- B5. Review and analyze conviction records, monitoring orders, board orders of licensing files and prepare proposed findings of fact and statements of fact for use in various legal proceedings such as board meetings, hearings and compliance issues.

10% C. Provision of paralegal support for board meetings and legal action.

C1. Present orders related to monitoring matters and convictions and appear before boards and screening panels.

C2. Maintain a retrieval system for various legal documents, including briefs, reports, records and witness affidavits.

C3. Coordinate presentations and appearances at board meetings.

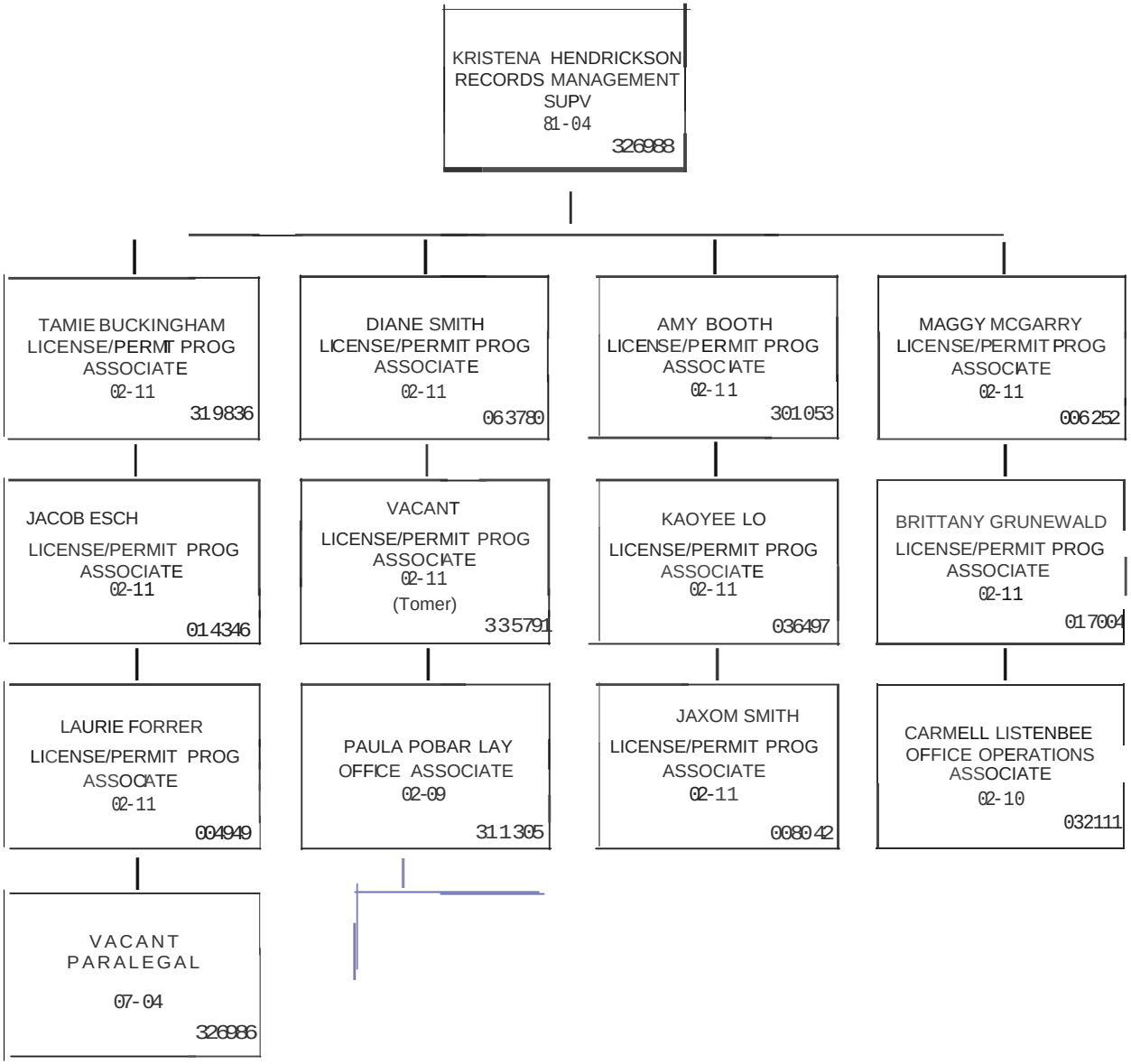
C4. Take notes on proceedings at board meetings. Note discrepancies or other concerns in board meetings regarding board motions given at meetings and denial hearings.

C5. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative law, 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 including grammar, punctuation and proofreading skills
- Skills in organization and prioritization
- Skills in using computers i.e. use of Microsoft Office Suite; Westlaw, Lexis/Nexis
- Ability to work independently
- Recordkeeping skills
- Problem-solving skills
- Interpersonal skills
- Ability to utilize appropriate discretion in dealing with confidential information
- Ability to exercise a professional and courteous demeanor with supervisors, staff and stakeholders and represent agency in a positive manner

HEALTH TEAM


KRISTENA HENDRICKSON
RECORDS MANAGEMENT SUPV
81-04
326988
TAMIE BUCKINGHAM
LICENSE/PERMIT PROG ASSOCIATE
02-11
319836
DIANE SMITH
LICENSE/PERMIT PROG ASSOCIATE
02-11
063780
AMY BOOTH
LICENSE/PERMIT PROG ASSOCIATE
02-11
301053
MAGGY MCGARRY
LICENSE/PERMIT PROG ASSOCIATE
02-11
006252
JACOB ESCH
LICENSE/PERMIT PROG ASSOCIATE
02-11
014346
VACANT
LICENSE/PERMIT PROG ASSOCIATE
02-11
(Tomer)
335791
KAOYEE LO
LICENSE/PERMIT PROG ASSOCIATE
02-11
036497
BRITTANY GRUNEWALD
LICENSE/PERMIT PROG ASSOCIATE
02-11
017004
LAURIE FORRER
LICENSE/PERMIT PROG ASSOCIATE
02-11
004949
PAULA POBAR LAY
OFFICE ASSOCIATE
02-09
311305
JAXOM SMITH
LICENSE/PERMIT PROG ASSOCIATE
02-11
008042
CARMELL LISTENBEE
OFFICE OPERATIONS ASSOCIATE
02-10
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PARALEGAL
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