

Wisconsin Department of Safety and Professional Services
Division of Legal Services and Compliance
Paralegal – Health/Nursing Team
Position #321749

Position Summary

The Division of Legal Services and Compliance investigates and prosecutes allegations of professional misconduct, and provides legal services to the department and the regulatory authorities attached to it. Paralegals assist the Division attorneys in the investigation, commencement and prosecution of formal disciplinary actions against credential holders. Paralegals conduct specialized legal research, prepare and edit a variety of legal documents, and manage legal cases and high-volume caseloads. Paralegals function under the general supervision of the Legal Manager of the Division.

Goals and Worker Activities

- 40% A. Provision of paraprofessional support to the prosecuting attorneys in the drafting of legal documents.**
- A1. At the direction of the prosecuting attorneys, 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.
 - A2. Proofread documents drafted by others, ensuring that legal documents are accurate, complete and error-free.
 - A3. Utilize tools such as templates and quality control checklists to ensure that documents are accurate, complete and error-free.
 - A4. 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.
 - A5. 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 the prosecuting attorneys in the researching of legal and factual issues.**
- B1. Analyze file materials in light of alleged violations. Work with investigators to obtain any necessary follow-up information.
 - B2. Review case files and prepare findings of fact for use in various legal proceedings, such as stipulated orders, 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 background information needed for expert witnesses to evaluate a case.
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20% C. Provision of paraprofessional support to attorneys in the management of case files and caseloads.

- C1. Compile and organize case documents such as investigative reports, lab records, court records, medical records, employment records, financial records, therapy reports, and criminal histories.
- C2. Manage the timeline of events for each case, including docketing and monitoring deadlines, and setting priorities.
- C3. At the direction of the prosecuting attorneys, 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.).
- C4. Keep interested parties apprised of case developments and of scheduling changes.

10% D. Provision of paraprofessional 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 regulatory prosecutions. Note discrepancies or other concerns in testimony given at the hearings.

10% E. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

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

16. Prioritization skills.

17. Professional and courteous demeanor with supervisors, staff and stakeholders.