

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PARALEGAL – SUPERVISOR
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory positions which function as supervisors of positions in the paralegal classification series who also perform the work described in the paralegal classification series. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are supervisory positions that perform as, and supervise, paralegal or paralegal advanced positions, as further defined in section II – Definitions, in the performance law-related activities to assist an agency’s chief legal counsel and staff attorneys in the delivery of legal services. Positions in this classification meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions at the Paralegal – Supervisor classification level that do not supervise two, or more, full-time-equivalent paralegal (and/or paralegal-confidential) positions and perform the duties of paralegal for a majority of the time, and work under the direction of a licensed and practicing attorney;
3. Positions at the Paralegal – Supervisor Advanced classification level that do not supervise two, or more, full-time-equivalent paralegal (and/or paralegal-confidential) positions, of

which one must be a paralegal-advanced, and perform the duties of a paralegal-advanced for a majority of the time, and work under the direction of a licensed and practicing attorney;

4. Positions that are more appropriately classified as, Legal Associate – Supervisor or Legal Secretary Supervisor;
5. Positions at the Office of the State Public Defender which are more appropriately classified as Regional Office Administrators; or,
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within both levels of this classification by competition. Employees will not be reclassified or reallocated between these classification levels.

II. DEFINITIONS

PARALEGAL - SUPERVISOR

Positions in this classification function are paralegals who also function as supervisors. Positions in this classification must supervise two, or more, full-time-equivalent paralegal, and/or paralegal-confidential, positions to be classified within this classification. Positions in this classification must spend a majority of their time performing work described in the paralegal classification specification at the paralegal classification level.

Positions commonly report directly to the chief legal counsel (and may report to a different attorney in a supervisory title) of an agency and must work under the direction of a licensed, and practicing, attorney. Work is performed under general supervision.

Representative Positions:

DCF – This position reports to the general legal counsel and the position provides paralegal services for the majority of the time. Additionally, the position is also responsible for managing the planning and business functions, as well as the overall operations, of the department's legal office in the areas of general management, facilities and office services management, records management, financial management, and human resources management. The position supervises legal support staff.

PARALEGAL – SUPERVISOR ADVANCED

Positions in this classification are advanced level paralegals who supervise two, or more, full-time equivalent (FTE) paralegals (to include paralegal-confidential), of which one must be a paralegal-advanced position. Positions in this classification must spend a majority of their time performing work described in the paralegal-advanced classification specification at the advanced level.

Positions commonly report directly to the chief legal counsel (and may report to a different attorney in a supervisory title) of an agency and must work under the direction of a licensed, and practicing, attorney. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective September 24, 2023, and announced in bulletin DPM-0607-CC/SC, to create a multi-level supervisory classification series for positions that performed as paralegals or paralegal-advanced and supervise positions allocated to the paralegal classification series. Effective in the same bulletin, the former Paralegal Supervisor (15020) classification was abolished. The former classification was originally created effective June 4, 2000 (in bulletin CLR/SC-114) as a result of the Professional Program Support survey and had been further modified following the 2004 Legal Support Staff Survey as announced in bulletin OSER-0121-MRS/SC.

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