

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LEGAL RESEARCH ASSISTANT

POSITION CODE: 23350

Effective: 5-1-71

DISTINGUISHING FEATURES OF WORK:

Under general supervision of qualified legal advisors, hearings referees, or similar personnel, performs research studies or investigations, and prepares legal memoranda, legal opinions or other documents for legal advisor's or referee's review and approval; assumes no independent responsibility for legal validity of work performed; may receive some incidental on-the-job training.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs research for legal advisors or referees in order to reach independent legal conclusions or to verify previously rendered legal opinions.
2. Prepares legal memoranda, legal opinions, or other documents for legal advisors or referees.
3. Analyzes decisions, conclusions, or opinions rendered in primary and/or secondary legal sources; presents results of analyses to supervisor or other legal advisor or referee.
4. May confer with agency personnel relative to matters having legal or quasi-legal ramifications for the purpose of securing relevant background information.
5. May assist with gathering information and investigating legally related matters.
6. May conduct and/or participate in some related nonlegal research.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of requisite prelaw college and completion of the majority of the legal training program offered by a recognized law school.

Knowledges, Skills and Abilities

Requires elementary knowledge of state and federal legal systems, including knowledge of court and quasi-judicial procedures, as well as rules of evidence.

Requires working knowledge of all available legal research tools including, but not limited to, those found in a law library.

Requires ability to maintain satisfactory working relationships with superiors, attorneys, and the general public.

Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents, and in presenting such written material to a legal advisor or referee in clear and logical form.

Requires ability to benefit from any in-service training that is provided.