

ADVANCED PARALEGAL POSITION DESCRIPTION

The position functions under the general supervision of the Division Administrator for the Division of Board Services. The position is responsible for providing complex paralegal support providing legal advice and other legal services to agency officials and staff concerning all facets of program operations, including provision of legal advice and opinions, assistance with the adjudication of disciplinary matters, drafting rules and liaison with the public and other public agencies. This position performs the full-range of advanced paralegal support work such as conducting research, informing attorneys/management on the findings, recommending appropriate courses of action and precedent cases upon which strategies may be based. The incumbent is responsible for providing legal services to the Medical Examining Board and the Affiliated Credentialing Boards as well as support to the General Counsel. Oversight of legal work is provided by the Legal Counsel for the Medical Examining Board and the General Counsel.

DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME%	GOALS AND WORKER ACTIVITIES
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| 60% | <p>A. Provide complex paralegal legal support on matters related to the Medical Examining Board and the Affiliated Credentialing Boards.</p> <p>A1. Collect, Compile, Organize and Analyze data for use in Preparation of preparing documents concerning legal issues, including the following:</p> <ul style="list-style-type: none">a) Correspondence relating to a credentialing authority or credential holders;b) Analysis of statutes, case law; administrative rules;c) Administrative rules;d) Requests for opinions of the Attorney General;e) Variances from proposed decisions;f) Advice to credentialing authorities regarding litigation in which it is or may become involved;g) Summary suspension orders, monitoring orders and other orders as needed resulting from Board action. <p>A2. Advise credentialing authorities before, during, or after meetings, typically in the following area:</p> <ul style="list-style-type: none">a) Credentialing and practice issues;b) Authority and jurisdiction of the credentialing authority;c) Procedure at meetings such as voting, quorum and parliamentary procedure;d) Requirements relating to open meetings and public records;e) Cases on appeal in court; |
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- f) Case law precedent affecting the credentialing authority and credential holders;
 - g) Promulgation of administrative rules
 - A3. Prepare written legal opinions on significant questions of law, including the following:
 - a) Interpretation of court decisions, statutes, and administrative rules affecting the credentialing authority and credential holders
 - b) Interpretation of judicial decisions affecting credential holders.
 - A4. Other duties as assigned.
- 25% B. Independently conduct legal/factual research, analyze legal issues and prepare recommendations on Medical Examining Board and Affiliated Credentialing Board best practices related to discipline, miscellaneous policies and procedures and board member training.
 - B1. Perform legal research, analyze and working collaboratively with employees in the division, employees in other divisions, with members of the Boards and others.
 - B2. Work with nationwide organizations to share information about MEB programs and initiatives and to identify resources available to the MEB to develop or enhance MEB programs and initiatives.
 - B3. Work collaboratively with the members of the Board to draft the Regulatory Digest.
 - B4. Work collaboratively with the members of the Board and others to and train Board members.
 - B5. Respond to inquiries from board members, members of the public and others on practice questions and matters related to the boards.
- 5% C. Provide complex legal support to agency general counsel in DRL litigation cases.
 - C1. Review petitions for review filed with the agency to determine adequacy of service and timeliness. Research other legal issues relating to petitions for review and appeals.
 - C2. Prepare letters and memoranda to attorneys in the Department of Justice regarding cases in court, including the initial request for representation.
 - C3. Prepare or assist other paralegal or attorney staff in preparing the record for filing the agency record with the court as required under Wis. Stat. § 227.55.
 - C4. Organize and index document and other evidence for law suits.

- C5. Prepare and present a variety of legal documents, such as orders, affidavits, stipulation, motions, and releases, affidavits, briefs, and pleadings.
 - C6. Research, analyze, prepare, and present case summaries and reports to assist department legal counsel.
- 5% D. Provide complex legal support to agency general counsel in handling DRL law related matters other than litigation.
- D1. Administer tax delinquency programs involving license suspension and denial because of tax delinquency or support delinquency.
 - D2. Provide legal assistance to the Director of Office of Examinations in preparing and circulating requests for proposals (RFPs) for examinations and examination services. Develop and prepare RFPs as requested by Director. Represent DRL in receiving RFPs and answering questions. Conduct RFP evaluation. Make recommendations on contract awards and notify proposers of award. Prepare contracts for the Deputy Secretary to sign.
 - D3. Conduct research and prepare correspondence and reports to answer inquiries as requested by the Department Secretary, Deputy Secretary and Executive Assistant, including requests to the agency from the Executive Office and members of the Legislature.
 - D4. Represent the department regarding inquiries on legal matters from public, respondents, board members, staff and others. Research complex legal and factual issues, using the department library, the state law library, the Internet, LEXIS, LOIS, LAWDESK, WISLAW and other databases as necessary.
 - D5. Draft complex legal documents including legislation, administrative rules, notices of denial, denial orders and decisions, summaries of legislative acts. Research new rules and statutes to determine impact on Wisconsin law. Present findings to the general counsel, secretary's office and other legal staff.
 - D6. Draft complex decisions including findings of fact, conclusions of law, and orders and opinions following license denial appeal hearings.
- 5% E. Performance of Miscellaneous Duties.
- E1. Perform other legal work as assigned.
- Provide work instruction and/or assistance to department paralegals.
- E2. Adhere to department safety policies and procedures.
 - E3. Timely report accidents, "near misses" and maintenance items to the supervisor.

Knowledge, Skills, and Abilities

Extensive knowledge of general legal principles and their applications.

Thorough knowledge of Wisconsin statutes and their judicial interpretations and precedents with extensive knowledge required in the specialized field of law.

Thorough knowledge of methods and tactics employed in conducting procedures before administrative agencies.

Interpersonal skills working department personnel, and the public.

Investigative skills and techniques.

Knowledge of courtroom procedures and protocol.

Ability to analyze the most complex legal documents and instruments for clarity and legal sufficiency.

Ability to assemble, appraise and organize facts and to logically, clearly, and concisely present evidence and other materials in accepted oral and written legal forms.

Skill in the preparation of briefs, opinions, and pleadings.

Skill in carrying out legal research of a complex nature.

Oral and written communication skills

Computer skills particularly with Microsoft Office Suite, Westlaw, Lexis, Lois, or Internet services

Computer Assisted Legal Research (CALR)