

# Job Code Catalog: Legal

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
LEM010	Mgr, Legal Prgm Svcs	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> Manages the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Directs subordinate supervisors and staff.	<b>Entry Qualifications</b> Bachelor's degree in an appropriate major from an accredited college or university and two (2) years of job-related managerial or supervisory experience in the area of assignment.		
LEM011	Sr Mgr, Legal Prgm Svcs	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29		Max Salary \$101,579.45
<b>Job Summary</b> Directs the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Directs subordinate managers and staff.	<b>Entry Qualifications</b> Bachelor's degree in an appropriate major from an accredited college or university and which includes four (4) years in a managerial or supervisory role in area of assignment; or one (1) year of experience required at the lower level Mgr, Legal Prgm Svcs (LEM010) or position equivalent.		
LEM012	Dir, Legal Prgm Svcs	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
<b>Job Summary</b> Oversees the activities of a division that will administer, interpret, and formulates programmatic policy. Develops and implements program policies and procedures. Provides leadership to subordinate managers and staff.	<b>Entry Qualifications</b> Bachelor's degree in an appropriate major from an accredited college or university and which includes six (6) years in a managerial role in area of assignment; or two (2) years of experience required at the lower level Mgr, Legal Prgm Svcs (LEM011) or position equivalent.		
LEM020	Mgr, Legal Svcs	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29		Max Salary \$101,579.45
<b>Job Summary</b> Manages the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs subordinate supervisors and staff.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia, and two (2) years in a managerial or supervisory role in job-related legal experience.		

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Job Code	Job Title	Salary Plan	Grade
LEM021	Sr Mgr, Legal Svcs	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
<b>Job Summary</b> Directs the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs subordinate managers and staff.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia, and which includes three (3) years in a managerial role in job-related legal experience.		
Job Code	Job Title	Salary Plan	Grade
LEM022	Asst Dir, Legal Svcs	SWD	P
Min Salary \$76,821.60	Mid Salary \$101,879.70		Max Salary \$126,937.80
<b>Job Summary</b> Plans and assists with the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Provides leadership to subordinate managers and staff.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia, and which includes four (4) years in a managerial role in job-related legal experience.		
Job Code	Job Title	Salary Plan	Grade
LEM023	Dir, Legal Svcs	SWD	Q
Min Salary \$85,508.41	Mid Salary \$113,824.07		Max Salary \$142,139.72
<b>Job Summary</b> Oversees the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Directs and provides leadership to subordinate managers and staff.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia, and which includes eight (8) years in a managerial role in job-related legal experience.		
Job Code	Job Title	Salary Plan	Grade
LEM030	Administrative Law Judge	SWD	Q
Min Salary \$85,508.41	Mid Salary \$113,824.07		Max Salary \$142,139.72
<b>Job Summary</b> Manages and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia and practicing for seven (7) years and a member of good standing with the State Bar Association of Georgia.		

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Job Code	Job Title	Salary Plan	Grade
LEM031	Dep Div Dir, Admin Law Judge	SWD	R
Min Salary \$95,324.50	Mid Salary \$127,321.19		Max Salary \$159,317.88
<b>Job Summary</b> Plans, assists with, and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia and practicing for seven (7) years and a member of good standing with the State Bar Association of Georgia and previous experience as an Administrative Law Judge.		

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Job Code	Job Title	Salary Plan	Grade
LEM032	Div Dir, Admin Law Judge	SWD	S
Min Salary \$106,416.69	Mid Salary \$142,572.95		Max Salary \$178,729.21
<b>Job Summary</b> Oversees and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies. Directs subordinate managers and staff.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and licensed to practice law in Georgia and practicing for seven (7) years and a member of good standing with the State Bar Association of Georgia and previous experience as an Administrative Law Judge Division Director or Assistant Chief.		

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Job Code	Job Title	Salary Plan	Grade
LEP010	Adjudicator 1	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
<b>Job Summary</b> Under supervision, assists in conducting hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of experience in interpreting and applying laws regarding program eligibility.		

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Job Code	Job Title	Salary Plan	Grade
LEP011	Adjudicator 2	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> Under general supervision, conducts hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience in interpreting and applying laws regarding program eligibility; or two (2) years of experience required at the lower level Adjudicator 1 (LEP010) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
LEP012	Adjudicator 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37	Max Salary \$73,287.92	
<b>Job Summary</b> Under broad supervision, conducts hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters and prepares decisions. May serve as lead worker.	<b>Entry Qualifications</b> High school diploma/GED and five (5) years of professional experience in interpreting and applying laws regarding program eligibility; or two (2) years of experience required at the lower level Adjudicator 2 (LEP011) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
LEP013	Adjudicator Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55	Max Salary \$81,720.15	
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees personnel conducting hearings to decide or recommend decisions on claims or appeals concerning government programs or other government-related matters. Manages and directs on-going case reviews.	<b>Entry Qualifications</b> High school diploma/GED and six (6) years of professional experience in interpreting and applying laws regarding program eligibility; or two (2) years of experience required at the lower level Adjudicator 3 (LEP012) or position equivalent.		

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Job Code	Job Title	Salary Plan	Grade
LEP020	Attorney 1	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37	Max Salary \$73,287.92	
<b>Job Summary</b> Under supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.	<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and license to practice law in the State of Georgia or eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring or reciprocity (must obtain Law License).Note: Some positions may not allow the eligibility clause		

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Job Code	Job Title	Salary Plan	Grade
LEP021	Attorney 2	SWD	L
Min Salary \$50,982.94		Mid Salary \$66,351.55	Max Salary \$81,720.15
<b>Job Summary</b> Under general supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.		<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and license to practice law in the State of Georgia or eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring or reciprocity and one (1) year of relevant legal experience; or one (1) year of experience required at the lower-level Attorney 1 (LEP020).	

Job Code	Job Title	Salary Plan	Grade
LEP022	Attorney 3	SWD	M
Min Salary \$56,310.72		Mid Salary \$73,677.24	Max Salary \$91,043.76
<b>Job Summary</b> Under broad supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.		<b>Entry Qualifications</b> Juris Doctorate from an accredited college or university and license to practice law in the State of Georgia or eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring or reciprocity and two (2) years of relevant legal - experience; or two (2) years of experience required at the lower-level Attorney 2 (LEP021).	

Job Code	Job Title	Salary Plan	Grade
LEP023	Attorney 4	SWD	N
Min Salary \$62,331.12		Mid Salary \$81,955.29	Max Salary \$101,579.45
<b>Job Summary</b> Under limited supervision, oversees the provision of analysis and/or recommendations on legal issues within the scope and authority of the agency. Handles complex issues. May act as a lead worker and/or supervise support staff.		<b>Entry Qualifications</b> Juris Doctorate in a related area from an accredited college or university and license to practice law in the State of Georgia or eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring or reciprocity and three (3) years of relevant legal experience; or three (3) years of experience required at the lower-level Attorney 3 (LEP022).	

# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LEP030	Contracts Administrator 1	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> Under supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.		<b>Entry Qualifications</b> High school diploma/GED and four (4) years of contracting job-related experience. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	
Job Code	Job Title	Salary Plan	Grade
LEP031	Contracts Administrator 2	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
<b>Job Summary</b> Under general supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.		<b>Entry Qualifications</b> High school diploma/GED and five (5) years of contracting job-related experience; or one (1) year of experience required at the lower level Contracts Administrator 1 (LEP030) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	
Job Code	Job Title	Salary Plan	Grade
LEP032	Contracts Administrator 3	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
<b>Job Summary</b> Under broad supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.		<b>Entry Qualifications</b> High school diploma/GED and six (6) years of contracting job-related experience; or two (2) years of experience required at the lower level Contracts Administrator 2 (LEP031) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

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Job Code	Job Title	Salary Plan	Grade
LEP033	Contracts Administrator Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the development, process, and approval of legal contracts and compliance within federal and state laws, rules and regulations, and departmental guidelines.	<b>Entry Qualifications</b> High school diploma/GED and seven (7) years of contracting job-related experience, which includes two (2) years in a lead worker, team lead, or supervisory role; or three (3) years of experience required at the lower level Contracts Administrator 3 (LEP032) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
LEP040	Legal Analysis Spec 1	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
<b>Job Summary</b> Under supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division.	<b>Entry Qualifications</b> High school diploma/GED and completion of 90 quarter hours or 60 semester hours in criminal justice or a related field and three (3) years of experience in the related area. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
LEP041	Legal Analysis Spec 2	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
<b>Job Summary</b> Under general supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division.	<b>Entry Qualifications</b> High school diploma/GED and completion of 90 quarter hours or 60 semester hours in criminal justice or a related field and four (4) years of experience in the related area; or one (1) year of experience required at the lower level Legal Analysis Spec 1 (LEP040) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LEP042	Legal Analysis Spec 3	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> Under broad supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division. Assists with complex situations. May serve as lead worker.	<b>Entry Qualifications</b> High school diploma/GED and completion of 90 quarter hours or 60 semester hours in criminal justice or a related field and six (6) years of experience in the related area; or two (2) years of experience required at the lower level Legal Analysis Spec 2 (LEP041) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
LEP043	Legal Analysis Spec Spv	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs personnel providing legal analysis services and representation for programs and/or services.	<b>Entry Qualifications</b> High school diploma/GED and completion of 90 quarter hours or 60 semester hours in criminal justice or a related field and six (6) years of experience in the related area, which includes two (2) years in a lead worker, team lead, or supervisory role; or two (2) years of experience required at the lower level Legal Analysis Spec 3 (LEP042) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		



# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LEP060	Vets Claims & Appeals Ofc 1	SWD	G

Min Salary  
\$33,042.45

Mid Salary  
\$42,703.38

Max Salary  
\$52,364.30

### Job Summary

Under supervision and in accordance with Title 38, US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by assisting with presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, assisting with representing claimants in non-judicial appellate actions by gathering facts and historical evidence. May serve as assistant representative before either local VA hearing officers or before the Board of Veterans Appeals, assisting with researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, assisting in the submission of client applications for all veterans entitlement programs.

### Entry Qualifications

Associate degree in sociology, counseling, business management or psychology, or a related field from an accredited college or university and two (2) years of professional job-related experience.

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Job Code	Job Title	Salary Plan	Grade
LEP061	Vets Claims & Appeals Ofc 2	SWD	J

Min Salary  
\$41,569.83

Mid Salary  
\$54,428.52

Max Salary  
\$67,287.20

### Job Summary

Under general supervision and in accordance with Title 38, US Code of Regulations, Georgia regulations, policies, procedures and guidelines, counsels and assists veterans, their independents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veteran entitlement programs.

### Entry Qualifications

Associate degree in sociology counseling, business management, psychology, or a related field from an accredited college or university and two (2) years of experience at the lower level Vets Claims & Appeals Ofc 1 (LEP060) or position equivalent.

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Job Code	Job Title	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals Ofc	SWD	K
Min Salary	Mid Salary	Max Salary	
\$44,998.81	\$59,143.37	\$73,287.92	
<b>Job Summary</b>		<b>Entry Qualifications</b>	
Under broad supervision and in accordance with Title 38 US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veterans entitlement programs.		Associate degree in sociology, counseling, business management, psychology, or a related field from an accredited college or university and two (2) years of experience at the lower level Vets Claims & Appeals Ofc 2 (LEP061) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc Spv	SWD	L
Min Salary	Mid Salary	Max Salary	
\$50,982.94	\$66,351.55	\$81,720.15	
<b>Job Summary</b>		<b>Entry Qualifications</b>	
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises personnel assigned to the Claims Division, Georgia Dept. of Veterans Services. Ensures all claims and benefits actions for veterans, their dependents and survivors are in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines.		Associate degree in sociology, counseling, business management, psychology, or a related field from an accredited college or university and three (3) years of experience at the lower level Vets Claims & Appeals Ofc 2 (LEP062) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LEP070	Veterans Field Svc Ofc 1	SWD	F
Min Salary	Mid Salary	Max Salary	
\$30,700.42	\$38,897.56	\$47,094.70	
<b>Job Summary</b>		<b>Entry Qualifications</b>	
Under supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines. Performs related duties as directed.		High school diploma/GED and two (2) years of college level coursework in any field (minimum 60 semester hours or equivalent) and six (6) months of clerical level experience that included typing or word processing and interviewing.	

# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
<b>Job Summary</b> Under general supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines. May assume responsibility for operation of a field office and perform related duties as directed.		<b>Entry Qualifications</b> High school diploma/GED and two (2) years of college level coursework in any field (minimum 60 semester hours or equivalent) and two (2) years of experience required at the lower level Veterans Field Svc Ofc 1 (LEP070) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LEP072	Veterans Sr Field Svc Ofc	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> Under broad supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines. May assume responsibility for operation of a field office and perform related duties as directed.		<b>Entry Qualifications</b> High school diploma/GED and two (2) years of college level coursework in any field (minimum 60 semester hours or equivalent) and two (2) years of experience required at the lower level Veterans Field Svc Ofc 2 (LEP071) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LEP073	Veterans Field Svc Ofc Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Ensures all claims and benefits actions for veterans, their dependents and survivors are in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines.		<b>Entry Qualifications</b> High school diploma/GED and two (2) years of college level coursework in any field (minimum 60 semester hours or equivalent) and five (5) years of experience required at the lower level Veterans Sr Field Svc Ofc (LEP072) or position equivalent.	

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Job Code	Job Title	Salary Plan	Grade
LET010	Child Enforcement 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
<b>Job Summary</b> Under direct supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		<b>Entry Qualifications</b> High school diploma/GED and one (1) year of experience which involved interviewing, collections, customer service, and other job-related experience.	

Job Code	Job Title	Salary Plan	Grade
LET011	Child Enforcement 2	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
<b>Job Summary</b> Under general supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		<b>Entry Qualifications</b> High school diploma/GED and two (2) years of experience, which involved interviewing, collections, customer service, and other, job-related experience; or one (1) year of experience required at the lower level Child Enforcement 1 (LET010) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LET013	Child Enforcement Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		<b>Entry Qualifications</b> High school diploma/GED and two (2) years of experience in a legal setting using computer software; or one (1) year of experience required at the lower level Legal Secretary 1 (LET020) or position equivalent.	

Job Code	Job Title	Salary Plan	Grade
LET020	Legal Secretary 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
<b>Job Summary</b> Under direct supervision, helps prepare legal documents and correspondence. Assists legal staff in preparing for court proceedings.		<b>Entry Qualifications</b> High school diploma/GED and one (1) year of experience in an office setting using computer software.	

# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LET021	Legal Secretary 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
<b>Job Summary</b> Under general supervision, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings.	<b>Entry Qualifications</b> High school diploma/GED and two (2) years of experience in a legal setting using computer software; or Two years of experience in an office setting using computer software; or one (1) year of experience required at the lower level Legal Secretary 1 (LET020) or position equivalent.		
LET022	Legal Secretary 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> Under broad supervision, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings. May assist with legal research and supervise subordinate staff.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of experience in a legal setting using computer software; or one (1) year of experience required at the lower level Legal Secretary 2 (LET021) or position equivalent.		
LET023	Legal Secretary Spv	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the preparation of legal documents and correspondence. Assists legal staff in preparing for court proceedings. Performs legal research.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience in a legal setting, which includes one (1) year in a lead worker, team leader, or supervisory role ; or two (2) years of experience required at the lower level Legal Secretary 3 (LET022) or position equivalent.		
LET030	Paralegal 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
<b>Job Summary</b> Under direct supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.	<b>Entry Qualifications</b> High school diploma/GED and one (1) year of experience as a legal assistant in a legal environment; or certificate from a paralegal training program.		

# Job Code Catalog: Legal

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Job Code	Job Title	Salary Plan	Grade
LET031	Paralegal 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72	Max Salary \$56,872.73	
<b>Job Summary</b> Under general supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.	<b>Entry Qualifications</b> High school diploma/GED and two (2) years of experience as a legal assistant in a legal environment; or certificate from a paralegal training program and one (1) year of experience in a legal environment; or one (1) year of experience required at the lower level Paralegal 1 (LET030) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
LET032	Paralegal 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29	Max Salary \$61,832.00	
<b>Job Summary</b> Under broad supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience as a legal assistant in a legal environment; or certificate from a paralegal training program and two (2) years of experience as a legal assistant in a legal environment; or one (1) year of experience required at the lower level Paralegal 2 (LET031) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
LET033	Paralegal 4	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52	Max Salary \$67,287.20	
<b>Job Summary</b> Under limited supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews. May also serve as a subject matter expert and/or a lead worker.	<b>Entry Qualifications</b> High school diploma/GED and five (5) years of experience as a legal assistant in a legal environment; or certificate from a paralegal training program and three (3) years of experience as a legal assistant in a legal environment; or one (1) year of experience required at the lower level Paralegal 3 (LET032) or position equivalent.		

# Job Code Catalog: Legal

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
LET034	Paralegal Spv	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.	<b>Entry Qualifications</b> High school diploma/GED and six (6) years of experience as a legal assistant in a legal environment; or certificate from a paralegal training program and four (4) years of experience as a legal assistant in a legal environment; or one (1) year of experience required at the lower level Paralegal 4 (LET033) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
LET040	Contract Complnc Tech 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
<b>Job Summary</b> Under direct supervision, provides assistance in the development, negotiation, and evaluation of legal contracts.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of experience in business, accounting or a related field. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
LET041	Contract Complnc Tech 2	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
<b>Job Summary</b> Under general supervision, provides assistance in the development, negotiation, and evaluation of legal contracts.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience in business, accounting or a related field; or one (1) year of experience required at the lower level Contract Complnc Tech 1 (LET040) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

# Job Code Catalog: Legal

As of: 8/21/24

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Job Code	Job Title	Salary Plan	Grade
LET042	Contract Complnc Tech 3	SWD	H

Min Salary  
\$35,618.70

Mid Salary  
\$46,245.72

Max Salary  
\$56,872.73

### Job Summary

Under broad supervision, provides assistance in the development, negotiation, and evaluation of legal contracts. May also serve as a lead worker.

### Entry Qualifications

High school diploma/GED and five (5) years of experience in business, accounting or a related field; or one (1) year of experience required at the lower level Contract Complnc Tech 2 (LET041) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

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Job Code	Job Title	Salary Plan	Grade
LET043	Contract Complnc Tech Spv	SWD	I

Min Salary  
\$38,452.58

Mid Salary  
\$50,142.29

Max Salary  
\$61,832.00

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance in the development, negotiation, and evaluation of legal contracts.

### Entry Qualifications

High school diploma/GED and seven (7) years of experience in business, accounting or a related field; or one (1) year of experience required at the lower level Contract Complnc Tech 3 (LET042) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.