As of: 1/15/25

Job Code	Job Title	Salary Plan	Grade
LEM010	Mgr, Legal Prgm Svcs	SWD	М
Min Salary		Salary	Max Salary
\$56,310.72	\$73,	677.24	\$91,043.76
Job Summa	iry	Entry Qualif	ications
interpret, and formulates	a division that will administer, programmatic policy. Develops policies and procedures. Directs and staff.	Bachelor's degree in an appro accredited college or univers related managerial or superv assignment.	
Job Code	Job Title	Salary Plan	Grade
LEM011	Sr Mgr, Legal Prgm Svcs	SWD	Ν
Min Salary	Mid	Salary	Max Salary
\$62,331.12		955.29	\$101,579.45
Job Summa		Entry Qualif	ications
Directs the activities of a cinterpret, and formulates	division that will administer, programmatic policy. Develops policies and procedures. Directs	Bachelor's degree in an appro accredited college or univers years in a managerial or supe assignment; or one (1) year o lower level Mgr, Legal Prgm S equivalent.	ity and which includes four (4) ervisory role in area of of experience required at the
Job Code	Job Title	Salary Plan	Grade
LEM012	Dir, Legal Prgm Svcs	SWD	0
Min Salary	Mid	Salary	Max Salary
\$69,134.16	\$91,	309.47	\$113,484.78
Job Summa		Entry Qualif	ications
Oversees the activities of interpret, and formulates	a division that will administer, programmatic policy. Develops policies and procedures. Provides	Bachelor's degree in an appro accredited college or univers years in a managerial role in years of experience required Prgm Svcs (LEM011) or positi	ity and which includes six (6) area of assignment; or two (2) at the lower level Mgr, Legal
Job Code	Job Title	Salary Plan	Grade
LEM020	Mgr, Legal Svcs	SWD	Ν
Min Salary	Mid	Salary	Max Salary
\$62,331.12		955.29	\$101,579.45
Job Summa	iry	Entry Qualif	ications
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.		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.

Job Code	Job Title	Salary Plan	Grade
LEM021	Sr Mgr, Legal Svcs	SWD	0
Min Salary \$69,134.16		Salary 309.47	Max Salary \$113,484.78
Job Summar	v	Entry Quali	fications
Directs the work of staff pr services. Requires expertis	•	Juris Doctorate from an accr and licensed to practice law three (3) years in a manager experience.	in Georgia, and which includes
Job Code	Job Title	Salary Plan	Grade
LEM022	Asst Dir, Legal Svcs	SWD	Р
Min Salary \$76,821.60		Salary 879.70	Max Salary \$126,937.80
Job Summar	N .	Entry Quali	fications
Plans and assists with the v of legal services. Requires	work of staff providing a variety expertise in laws, regulations, ovides leadership to subordinate	Juris Doctorate from an accr and licensed to practice law four (4) years in a manageria experience.	in Georgia, and which includes
Job Code	Job Title	Salary Plan	Grade
LEM023	Dir, Legal Svcs	SWD	Q
Min Salary	Mid	Salary	Max Salary
\$85,508.41		824.07	\$142,139.72
Job Summar	W	Entry Quali	fications
Oversees the work of staff	providing a variety of legal e in laws, regulations, decisions provides leadership to	Juris Doctorate from an accr	edited college or university in Georgia, and which includes
Job Code	Job Title	Salary Plan	Grade
LEM030	Administrative Law Judge	SWD	Q
Min Salary \$85,508.41		Salary 824.07	Max Salary \$142,139.72
Job Summar	w.	Entry Quali	fications
Manages and conducts adr adjudicates cases involving	-	Juris Doctorate from an accr	edited college or university in Georgia and practicing for er of good standing with the

Job Code	Job Title	Salary Plan	Grade
LEM031	Dep Div Dir, Admin Law Ju	dge SWD	R
Min Salary	Mid	Salary	Max Salary
\$95,324.50	\$127,	321.19	\$159,317.88
Job Summary		Entry Quali	fications
Plans, assists with, and cond	ucts administrative hearings ing issues arising under state	Juris Doctorate from an accre and licensed to practice law seven (7) years and a membe State Bar Association of Geo as an Administrative Law Juc	in Georgia and practicing for er of good standing with the rgia and previous experience
Job Code	Job Title	Salary Plan	Grade
LEM032	Div Dir, Admin Law Judge	SWD	S
Min Salary \$106,416.69		Salary 572.95	Max Salary \$178,729.21
Job Summary		Entry Quali	fications
Oversees and conducts adm adjudicates cases involving i federal laws and rules and ro Directs subordinate manage	ssues arising under state and egulations of state agencies.	Juris Doctorate from an accre and licensed to practice law seven (7) years and a membe State Bar Association of Geo as an Administrative Law Juc Assistant Chief.	in Georgia and practicing for er of good standing with the rgia and previous experience
Job Code	Job Title	Salary Plan	Grade
LEP010	Adjudicator 1	SWD	Н
Min Salary	Mid	Salary	Max Salary
\$35,618.70		245.72	\$56,872.73
•	conducting hearings to decide claims or appeals concerning her government-related	Entry Qualit High school diploma/GED an in interpreting and applying eligibility.	d three (3) years of experience
Job Code	Job Title	Salary Plan	Grade
LEP011	Adjudicator 2	SWD	I
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
Job Summary		Entry Quali	fications
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.		in interpreting and applying eligibility; or two (2) years of	

As of: 1/15/25

Job Code	Job Title	Salary Plan	Grade
LEP012	Adjudicator 3	SWD	К
Min Salary	M	id Salary	Max Salary
\$44,998.81	\$5	9,143.37	\$73,287.92
Job Summary	/	Entry Qualific	ations
Under broad supervision, con recommend decisions on classions or classions or contract government programs or	onducts hearings to decide or aims or appeals concerning	High school diploma/GED and f experience in interpreting and program eligibility; or two (2) y at the lower level Adjudicator 2 equivalent.	applying laws regarding ears of experience required
Job Code	Job Title	Salary Plan	Grade
LEP013	Adjudicator Spv	SWD	L
Min Salary	M	id Salary	Max Salary
\$50,982.94	\$6	6,351.55	\$81,720.15
Job Summary	1	Entry Qualifications	
of subordinate staff. Overse hearings to decide or recon appeals concerning govern	nmend decisions on claims or	High school diploma/GED and s experience in interpreting and program eligibility; or two (2) y at the lower level Adjudicator 3 equivalent.	applying laws regarding ears of experience required
Job Code	Job Title	Salary Plan	Grade
LEP020	Attorney 1	SWD	К
Min Salary \$44,998.81		id Salary 9,143.37	Max Salary \$73,287.92
Job Summary		Entry Qualifications	
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. Under supervision, provides analysis and/or authority of the agency. Acts as a liaison or representative between the agency and Department of Law. Unis Doctorate from an accredited college and license to practice law in the State of G eligibility to sit for the next Georgia Bar exam followed by Georgia Bar exam passage and practice law in the State of Georgia within the hiring or reciprocity (must obtain Law Licen		ne State of Georgia or orgia Bar examination passage and licensure to orgia within one (1) year of	

Some positions may not allow the eligibility clause

As of: 1/15/25

Job Code	Job Title	Salary Plan	Grade
LEP021	Attorney 2	SWD	L
Min Salary \$50,982.94		l Salary ,351.55	Max Salary \$81,720.15
Job Sumn	nary	Entry Qualif	ications
Under general supervisi recommendations on le	on, provides analysis and/or gal issues within the scope and Acts as a liaison or representative	Juris Doctorate from an accre and license to practice law in eligibility to sit for the next G followed by Georgia Bar exan practice law in the State of Ge hiring or reciprocity and one experience; or one (1) year of lower-level Attorney 1 (LEP02	dited college or university the State of Georgia or eorgia Bar examination n passage and licensure to eorgia within one (1) year of (1) year of relevant legal f experience required at the
Job Code	Job Title	Salary Plan	Grade
LEP022	Attorney 3	SWD	М
Min Salary \$56,310.72		l Salary ,677.24	Max Salary \$91,043.76
recommendations on le	n, provides analysis and/or gal issues within the scope and Acts as a liaison or representative	Entry Qualif Juris Doctorate from an accre and license to practice law in eligibility to sit for the next G followed by Georgia Bar exan practice law in the State of Ge hiring or reciprocity and two experience; or two (2) years of lower-level Attorney 2 (LEP02	dited college or university the State of Georgia or eorgia Bar examination n passage and licensure to eorgia within one (1) year of (2) years of relevant legal - of experience required at the
Job Code	Job Title	Salary Plan	Grade
LEP023	Attorney 4	SWD	Ν
Min Salary \$62,331.12		l Salary ,955.29	Max Salary \$101,579.45
Job Summary 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.		or university and license to p Georgia or eligibility to sit for examination followed by Geo	rea from an accredited college ractice law in the State of the next Georgia Bar orgia Bar exam passage and the State of Georgia within one sy and three (3) years of three (3) years of experience

required at the lower-level Attorney 3 (LEP022).

	5 5		
Job Code	Job Title	Salary Plan	Grade
LEP030	Contracts Administrator 1	SWD	I
Min Salary	Mic	d Salary	Max Salary
\$38,452.58	\$50	,142.29	\$61,832.00
Job Summa	arv	Entry Quali	fications
Under supervision, devel oversees legal contracts	ops, processes, approves, and and compliance within the formance of assigned contracts.	job-related experience.Note of knowledge, education, job or certifications that provide	o or intern experience, training, s the necessary knowledge form the job at the level listed
Job Code	Job Title	Salary Plan	Grade
LEP031	Contracts Administrator 2	2 SWD	J
Min Salary	Mic	d Salary	Max Salary
\$41,569.83	\$54	,428.52	\$67,287.20
Job Summa	arv	Entry Quali	fications
and oversees legal contra	n, develops, processes, approves, acts and compliance within the formance of assigned contracts.	job-related experience; or or required at the lower level C (LEP030) or position equivale combination of knowledge, e experience, training, or certi	Contracts Administrator 1 ent.Note: An equivalent education, job or intern fications that provides the ills to successfully perform the
Job Code	Job Title	Salary Plan	Grade
LEP032	Contracts Administrator 3	SWD	К
Min Salary \$44,998.81		l Salary ,143.37	Max Salary \$73,287.92
Job Summary Under broad supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.		Entry Qualifications 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.	

	<u> </u>		
Job Code	Job Title	Salary Plan	Grade
LEP033	Contracts Administrator S	Spv SWD	L
Min Salary	Mi	d Salary	Max Salary
\$50,982.94		5,351.55	\$81,720.15
Job Summary		Entry Qualif	ications
Supervises, guides, and/or	instructs the work assignments vises the development, process, acts and compliance within	years in a lead worker, team three (3) years of experience Contracts Administrator 3 (Lf equivalent.Note: An equivale knowledge, education, job or certifications that provides th	rience, which includes two (2) lead, or supervisory role; or required at the lower level EP032) or position ent combination of intern experience, training, or he necessary knowledge and the job at the level listed may
Job Code	Job Title	Salary Plan	Grade
LEP040	Legal Analysis Spec 1	SWD	J
Min Salary \$41,569.83		d Salary I,428.52	Max Salary \$67,287.20
	/ s legal analysis services for a tment. May act as a liaison to	field and three (3) years of ex area.Note: An equivalent con education, job or intern expe certifications that provides th	d completion of 90 quarter n criminal justice or a related operience in the related nbination of knowledge, prience, training, or ne necessary knowledge and the job at the level listed may
Job Code	Job Title	Salary Plan	Grade
LEP041	Legal Analysis Spec 2	SWD	К
Min Salary \$44,998.81		d Salary),143.37	Max Salary \$73,287.92
	/ provides legal analysis services department. May act as a liaison	field and four (4) years of exp one (1) year of experience re Analysis Spec 1 (LEP040) or p equivalent combination of kr intern experience, training, c	d completion of 90 quarter n criminal justice or a related perience in the related area; or quired at the lower level Legal osition equivalent.Note: An nowledge, education, job or or certifications that provides d skills to successfully perform

As of: 1/15/25

equivalent.Note: An equivalent combination of

be substituted year-over-year.

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

Job Code	Job Title	Salary Plan	Grade
LEP042	Legal Analysis Spec 3	SWD	L
Min Salary	Mid	Salary	Max Salary
\$50,982.94	\$66,	351.55	\$81,720.15
Under broad supervision, p for a program, division, or o	Job SummaryEntry Qualificationsr broad supervision, provides legal analysis services program, division, or department. May act as a liaison e legal division. Assists with complex situations. MayHigh school diploma/GED and completion hours or 60 semester hours in criminal just 		d completion of 90 quarter n criminal justice or a related rience in the related area; or equired at the lower level L) or position nt combination of intern experience, training, or ne necessary knowledge and the job at the level listed may
Job Code	Job Title	Salary Plan	Grade
LEP043	Legal Analysis Spec Spv	SWD	М
Min Salary \$56,310.72		Salary 677.24	Max Salary \$91,043.76
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs personnel providing legal analysis services and representation for programs and/or services.		Entry Qualifications 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	

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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 Sa \$42,70	•	Max Salary \$52,364.30
Job Summary Under supervision and in accorda of Federal Regulations, Georgia S procedures and guidelines, count their dependents and survivors b actual evidence to determine init Affairs benefits, assisting with re non-judicial appellate actions by historical evidence. May serve as before either local VA hearing of of Veterans Appeals, assisting wi federal regulations, and VA polic monitor and resolve claim issues assisting in the submission of clief	State regulations, policies, sels and assists veterans, by assisting with presenting tial eligibility for Veterans presenting claimants in gathering facts and s assistant representative ficers or before the Board th researching US Codes, ies and procedures to at the federal level,	Entry Qualificat Associate degree in sociology, co management or psychology, or a accredited college or university a professional job-related experien	ounseling, business related field from an and two (2) years of
veterans entitlement programs. Job Code	Job Title	Salary Plan	Grade

Min Salary	Mid Salary	Max Salary
\$41,569.83	\$54,428.52	\$67,287.20

Vets Claims & Appeals Ofc 2

Job Summary

LEP061

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

SWD

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.

J

Job Code	Job Title	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals O	fc SWD	К
Min Salary		Salary	Max Salary \$73,287.92
\$44,998.81	\$59,1	43.37	\$15,201.92
Job Summa	ary	Entry Qualif	ications
US Code of Federal Regul policies, procedures and veterans, their dependen actual evidence to detern Affairs benefits, represen appellate actions by stati before either local VA he of Veterans Appeals, rese regulations, and VA polici resolve claim issues at th	and in accordance with Title 38 lations, Georgia State regulations, guidelines, counsels and assists its and survivors by presenting mine initial eligibility for Veterans oting claimants in non-judicial ng facts and historical evidence aring officers or before the Board earching US Codes, federal ies and procedures to monitor and e federal level, submitting client ans entitlement programs.	Associate degree in sociology management, psychology, or accredited college or universi experience at the lower level (LEP061) or position equivale	a related field from an ty and two (2) years of Vets Claims & Appeals Ofc 2
Job Code	Job Title	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc		L
Min Salary \$50,982.94 Job Summary Supervises, guides, and/or instructs the work assignment of subordinate staff. Supervises personnel assigned to th 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		d Salary Max Salary 5,351.55 \$81,720.15 Entry Qualifications 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.	
procedures, and guideling	lations, state and federal policies, es.		
Job Code	Job Title	Salary Plan	Grade
LEP070	Veterans Field Svc Ofc 1	SWD	F
Min Salary \$30,700.42		Salary 97.56	Max Salary \$47,094.70
Joh Summ		Entry Qualif	ications
dependents and survivor entitlement programs in of Federal Regulations, st	sels and assists veterans, their s in applying for all veterans accordance with Title 38 US Code	•	d two (2) years of college level mum 60 semester hours or s of clerical level experience

Job Code	Job Title	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	SWD	Н
Min Salary \$35,618.70	Mid S \$46,2		Max Salary \$56,872.73
Job Summa	ry	Entry Qualifi	cations
their dependents and surv entitlement programs in a of Federal Regulations, sta procedures and guidelines	a, counsels and assists veterans, rivors in applying for all veterans ccordance with Title 38 US Code ate and federal policies, S. May assume responsibility for and perform related duties as	High school diploma/GED and coursework in any field (minir equivalent) and two (2) years lower level Veterans Field Svc equivalent.	num 60 semester hours or of experience required at the
Job Code	Job Title	Salary Plan	Grade
LEP072	Veterans Sr Field Svc Ofc	SWD	I
Min Salary	Mid S	alary	Max Salary
\$38,452.58	\$50,1		\$61,832.00
their dependents and surv entitlement programs in a of Federal Regulations, sta procedures and guidelines	counsels and assists veterans, vivors in applying for all veterans ccordance with Title 38 US Code	Entry Qualifie High school diploma/GED and coursework in any field (minir equivalent) and two (2) years lower level Veterans Field Svc equivalent.	two (2) years of college level num 60 semester hours or of experience required at the
Job Code	Job Title	Salary Plan	Grade
LEP073	Veterans Field Svc Ofc Spv	SWD	L
Min Salary \$50,982.94	Mid 5 \$66,3	•	Max Salary \$81,720.15
of subordinate staff. Ensur for veterans, their depend accordance with Title 38 U	instructs the work assignments res all claims and benefits actions	Entry Qualifie High school diploma/GED and coursework in any field (minir equivalent) and five (5) years lower level Veterans Sr Field S equivalent.	two (2) years of college level num 60 semester hours or of experience required at the

Job Code	Job Title	Salary Plan	Grade
LET010	Child Enforcement 1	SWD	F
Min Salary \$30,700.42		Salary 897.56	Max Salary \$47,094.70
Joh Summan		Entry Qualifi	cations
Job Summary Under direct supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		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		Salary 703.38	Max Salary \$52,364.30
Job Summary		Entry Qualifi	cations
Under general supervision,	establishes and enforces child onsible parents. Coordinates	High school diploma/GED and which involved interviewing, and other, job-related experie experience required at the low (LET010) or position equivaler	two (2) years of experience, collections, customer service, ence; or one (1) year of wer level Child Enforcement 1
Job Code	Job Title	Salary Plan	Grade
LET013	Child Enforcement Spv	SWD	I
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
Job Summary	1	Entry Qualifi	cations
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.		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		Salary 897.56	Max Salary \$47,094.70
Job Summary	1	Entry Qualifi	
	elps prepare legal documents s legal staff in preparing for	High school diploma/GED and an office setting using computed and the setting using computed a	

appointments and interviews.

Job Code	Job Title	Salary Plan	Grade
LET021	Legal Secretary 2	SWD	н
Min Salary \$35,618.70		d Salary 5,245.72	Max Salary \$56,872.73
Job Summ	200	Entry Qualifi	ications
Under general supervision	on, prepares legal documents and legal staff in preparing for court	High school diploma/GED and in a legal setting using compu experience in an office setting	d two (2) years of experience Iter software; or Two years of g using computer software; or quired at the lower level Legal
Job Code	Job Title	Salary Plan	Grade
LET022	Legal Secretary 3	SWD	I
Min Salary \$38,452.58		d Salary 9,142.29	Max Salary \$61,832.00
Job Summ	arv	Entry Qualifi	ications
Under broad supervision correspondence. Assists	, prepares legal documents and legal staff in preparing for court with legal research and supervise	High school diploma/GED and in a legal setting using compu of experience required at the (LET021) or position equivale	lower level Legal Secretary 2
Job Code	Job Title	Salary Plan	Grade
LET023	Legal Secretary Spv	SWD	К
Min Colony	N 43	d Colony	Max Salary
Min Salary \$44,998.81		d Salary 1,143.37	\$73,287.92
944,998.81			
Job Summary 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.		Entry Qualifications 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.	
Job Code	Job Title	Salary Plan	Grade
LET030	Paralegal 1	SWD	G
Min Calamy	N 43		Max Salary
Min Salary \$33,042.45		d Salary 2,703.38	\$52,364.30
\$55,042.45	γ + 2		
Job Summary 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,		Entry Qualifications 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.	

also serve as a subject matter expert and/or a lead worker.

Job Code	Job Title	Salary Plan	Grade	
LET031	Paralegal 2	SWD	Н	
Min Salary	Ν	Лid Salary	Max Salary	
, \$35,618.70		, 46,245.72	\$56,872.73	
Joh Summa			Entry Qualifications	
Job Summary 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.		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		Лid Salary 50,142.29	Max Salary \$61,832.00	
Job Summar	'V	Entry Qualifications		
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.		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		Лid Salary 54,428.52	Max Salary \$67,287.20	
Job Summary 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		Entry Qualifications 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	Job Title	Salary Plan	Grade	
		-	Grade	
LET034	Paralegal Spv	SWD	L	
Min Salary	Mi	d Salary	Max Salary	
\$50,982.94	\$66	5,351.55	\$81,720.15	
Job Summar	v	Entry Qualifications		
Supervises, guides, and/or of subordinate staff in prep to support a legal proceedi	instructs the work assignments paring and conducting research ng, to formulate a defense, or to tive action. Drafts and prepares y. Assists legal offices with		nt in a legal environment; or quired at the lower level	
Job Code	Job Title	Salary Plan	Grade	
LET040	Contract Complnc Tech 1	SWD	F	
Min Salary	Mi	d Salary	Max Salary	
\$30,700.42		8,897.56	\$47,094.70	
Job Summar	v	Entry Qualifications		
Under direct supervision, p development, negotiation, contracts.		in business, accounting or a r equivalent combination of kr intern experience, training, c	nowledge, education, job or or certifications that provides d skills to successfully perform	
Job Code	Job Title	Salary Plan	Grade	
LET041	Contract Complnc Tech 2	SWD	G	
Min Salary \$33,042.45		d Salary 2,703.38	Max Salary \$52,364.30	
Job Summar	v	Entry Qualif	fications	
Under general supervision, provides assistance in the development, negotiation, and evaluation of legal contracts.		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.		

As of: 1/15/25

Job Code	Job Title	Salary Plan	Grade	
LET042	Contract Complnc Tech 3	SWD	Н	
Min Salary	MidS	Salary	Max Salary	
\$35,618.70	\$46,2	45.72	\$56,872.73	
Job Summ	ary	Entry Qualifications		
Under broad supervision, provides assistance in the development, negotiation, and evaluation of legal contracts. May also serve as a lead worker.		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.		
Job Code	Job Title	Salary Plan	Grade	
LET043	Contract Complnc Tech Spv	swD	I	
Min Salary	MidS	Salary	Max Salary	
\$38,452.58	\$50,1	42.29	\$61,832.00	
Job Summary		Entry Qualifications		
Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance in the development, negotiation, and evaluation of legal contracts.		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.