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Job Code	Job Title	Salary Plan	Grade	
LEM010	Mgr, Legal Prgm Svcs	SWD	Μ	
Min Salary	Mid	Salary	Max Salary	
\$56,310.72	\$73,	677.24	\$91,043.76	
Job Summary	1	Entry Quali	fications	
Manages the activities of a interpret, and formulates p	division that will administer, rogrammatic policy. Develops olicies and procedures. Directs	Bachelor's degree in an appr 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 Summary	1	Entry Quali	fications	
	rogrammatic policy. Develops olicies and procedures. Directs	years in a managerial or sup	sity 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		309.47	\$113,484.78	
Job Summary	1	Entry Quali	ntry Qualifications	
Job Summary 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.		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.		
Job Code	Job Title	Salary Plan	Grade	
LEM020	Mgr, Legal Svcs	SWD	Ν	
Min Salary	Mid	Salary	Max Salary	
\$62,331.12	\$81,	955.29	\$101,579.45	
Job Summary	1	Entry Quali	fications	
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 109.47	Max Salary \$113,484.78
Job Summar	Joh Summany		ications
Directs the work of staff pr services. Requires expertis		Juris Doctorate from an accre	edited college or university n Georgia, and which includes
Job Code	Job Title	Salary Plan	Grade
LEM022	Asst Dir, Legal Svcs	SWD	Р
Min Salary \$76,821.60	Mid 5 \$101,8	Salary 379.70	Max Salary \$126,937.80
of legal services. Requires	Y work of staff providing a variety expertise in laws, regulations, ovides leadership to subordinate	Entry Qualif Juris Doctorate from an accre and licensed to practice law i four (4) years in a managerial experience.	edited college or university n Georgia, and which includes
Job Code	Job Title	Salary Plan	Grade
LEM023	Dir, Legal Svcs	SWD	Q
Min Salary		Salary	Max Salary
\$85,508.41	\$113,8	324.07	\$142,139.72
Job Summary 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.		Entry Qualifications 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 \$ \$113,8	Salary 324.07	Max Salary \$142,139.72
Job Summary Manages and conducts administrative hearings and adjudicates cases involving issues arising under state and federal laws and rules and regulations of state agencies.		Entry Qualifications 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.	

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 Qualifi	cations	
	ucts administrative hearings ing issues arising under state nd regulations of state	Juris Doctorate from an accrea and licensed to practice law in seven (7) years and a member State Bar Association of Georg as an Administrative Law Judg	Georgia and practicing for of good standing with the gia 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 Qualifi	cations	
Oversees and conducts adm adjudicates cases involving i federal laws and rules and re Directs subordinate manage	ssues arising under state and egulations of state agencies.	Juris Doctorate from an accree and licensed to practice law ir seven (7) years and a member State Bar Association of Georg as an Administrative Law Judg Assistant Chief.	Georgia and practicing for of good standing with the gia 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 Qualifi High school diploma/GED and in interpreting and applying la eligibility.	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 Qualifi	cations	
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.		High school diploma/GED and in interpreting and applying la eligibility; or two (2) years of e lower level Adjudicator 1 (LEP	ws regarding program experience required at the	

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Job Code	Job Title	Salary Plan	Grade
LEP012	Adjudicator 3	SWD	К
Min Salary \$44,998.81		l Salary ,143.37	Max Salary \$73,287.92
Job Summary 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.		Entry Qualifications 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.	
Job Code	Job Title	Salary Plan	Grade
LEP013	Adjudicator Spv	SWD	L
Min Salary \$50,982.94		l Salary ,351.55	Max Salary \$81,720.15
Job Summary	,	Entry Qualifications	
Supervises, guides, and/or i of subordinate staff. Overse	nstructs the work assignments es personnel conducting imend decisions on claims or nent programs or other	High school diploma/GED and six experience in interpreting and ap program eligibility; or two (2) yea at the lower level Adjudicator 3 (L equivalent.	plying laws regarding rs of experience required
Job Code	Job Title	Salary Plan	Grade
LEP020	Attorney 1	SWD	К
Min Salary \$44,998.81		l Salary ,143.37	Max Salary \$73,287.92
Joh Summary	,	Entry Qualificati	ons
Job Summary 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.		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	Mic	d Salary	Max Salary	
\$50,982.94	\$66	,351.55	\$81,720.15	
Job Summary		Entry Qualifi	cations	
Under general supervision recommendations on leg	on, provides analysis and/or gal issues within the scope and Acts as a liaison or representative	Juris Doctorate from an accrea and license to practice law in t eligibility to sit for the next Ge followed by Georgia Bar exam practice law in the State of Ge hiring or reciprocity and one (experience; or one (1) year of lower-level Attorney 1 (LEP02)	the State of Georgia or eorgia Bar examination passage and licensure to eorgia within one (1) year of 1) year of relevant legal experience required at the	
Job Code	Job Title	Salary Plan	Grade	
LEP022	Attorney 3	SWD	М	
Min Salary \$56,310.72		d Salary ,677.24	Max Salary \$91,043.76	
Job Summ	arv	Entry Qualifications		
Under broad supervision recommendations on leg	n, provides analysis and/or gal issues within the scope and Acts as a liaison or representative	Juris Doctorate from an accred and license to practice law in the eligibility to sit for the next Ge followed by Georgia Bar exam practice law in the State of Ge hiring or reciprocity and two (experience; or two (2) years o lower-level Attorney 2 (LEP02)	dited college or university the State of Georgia or eorgia Bar examination passage and licensure to eorgia within one (1) year of 2) years of relevant legal - f experience required at the	
Job Code	Job Title	Salary Plan	Grade	
LEP023	Attorney 4	SWD	Ν	
Min Salary \$62,331.12		d Salary ,955.29	Max Salary \$101,579.45	
Job Summary		Entry Qualifi	cations	
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.		Juris Doctorate in a related are or university and license to pr Georgia or eligibility to sit for examination followed by Geor licensure to practice law in the (1) year of hiring or reciprocity relevant legal experience; or t	ea from an accredited college actice law in the State of the next Georgia Bar rgia Bar exam passage and e State of Georgia within one y and three (3) years of	

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

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job at the level listed may be substituted year-over-year.

Job Code	Job Title	Salary Plan	Grade
LEP030	Contracts Administrator	1 SWD	I
Min Salary \$38,452.58		d Salary),142.29	Max Salary \$61,832.00
	Job Summary Under supervision, develops, processes, approves, and		cations d four (4) years of contracting
oversees legal contracts and guidelines. Monitors perfor	d compliance within the mance of assigned contracts.	job-related experience.Note: of knowledge, education, job or certifications that provides and skills to successfully perfor may be substituted year-over	or intern experience, training, the necessary knowledge orm the job at the level listed
Job Code	Job Title	Salary Plan	Grade
LEP031	Contracts Administrator 2	2 SWD	J
Min Salary	Mi	d Salary	Max Salary
\$41,569.83	\$54	,428.52	\$67,287.20
Job Summary	1	Entry Qualifications	
and oversees legal contract	develops, processes, approves, s and compliance within the mance of assigned contracts.	High school diploma/GED and job-related experience; or one required at the lower level Co (LEP030) or position equivaler combination of knowledge, ed experience, training, or certifi necessary knowledge and skil job at the level listed may be	e (1) year of experience intracts Administrator 1 int.Note: An equivalent ducation, job or intern cations that provides the ls to successfully perform the
Job Code	Job Title	Salary Plan	Grade
LEP032	Contracts Administrator	3 SWD	К
Min Salary \$44,998.81		d 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 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 Summ	Job Summary		Entry Qualifications	
Supervises, guides, and/o	or instructs the work assignments	High school diploma/GED and	d seven (7) years of	
	ervises the development, process,	contracting job-related experience, which includes two (2)		
federal and state laws, ru	ntracts and compliance within	-	years in a lead worker, team lead, or supervisory role; or three (3) years of experience required at the lower level	
departmental guidelines		Contracts Administrator 3 (LE		
		equivalent.Note: An equivale	nt combination of	
			intern experience, training, or	
		certifications that provides th skills to successfully perform	the job at the level listed may	
		be substituted year-over-yea		
Job Code	Job Title	Salary Plan	Grade	
LEP040	Legal Analysis Spec 1	SWD	J	
Min Salary	Νί	d Salary	Max Salary	
\$41,569.83		.,428.52	, \$67,287.20	
		Entry Qualif	ications	
Job Summ Under supervision, provi	ary des legal analysis services for a	High school diploma/GED and		
	partment. May act as a liaison to	hours or 60 semester hours in		
the legal division.		field and three (3) years of ex		
		area.Note: An equivalent com education, job or intern expe		
		certifications that provides th		
		skills to successfully perform	the job at the level listed may	
		be substituted year-over-yea		
Job Code	Job Title	Salary Plan	Grade	
LEP041	Legal Analysis Spec 2	SWD	К	
Min Salary	Mid	d Salary	Max Salary	
\$44,998.81	\$59	,143.37	\$73,287.92	
Job Summ	ary	Entry Qualif	ications	
	on, provides legal analysis services	High school diploma/GED and		
tor a program, division, c to the legal division.	or department. May act as a liaison	hours or 60 semester hours in field and four (4) years of exp	n criminal justice or a related perience in the related area; or	
			quired at the lower level Legal	
		Analysis Spec 1 (LEP040) or p		
		equivalent combination of kn		
		intern experience, training, o the necessary knowledge and	skills to successfully perform	
		the job at the level listed may		
		year.		

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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	\$66,5	351.55	\$81,720.15
Job Summary 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.		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; 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	Μ
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	Mid Sa	•	Max Salary \$52,364.30
\$33,042.45	\$42,70	3.38	ŞJZ,SU4.SU
Job Sun	nmary	Entry Qualificat	tions
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.		Associate degree in sociology, co management or psychology, or a accredited college or university a professional job-related experies	a related field from an and two (2) years of
Job Code	Job Title	Salary Plan	Grade

Job Code	Job Title	Salary Plan	Grade
LEP061	Vets Claims & Appeals Ofc 2	SWD	ſ
Min Salary	Mid Salary		Max Salary
\$41,569.83	\$54,428.52		\$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.

Job Code	Job Title	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals C	Ofc SWD	К
Min Salary \$44,998.81		Salary 143.37	Max Salary \$73,287.92
Job Summary		Entry Quali	ications
Under broad supervision ar US Code of Federal Regulat policies, procedures and gu veterans, their dependents actual evidence to determin Affairs benefits, representin appellate actions by stating before either local VA hear of Veterans Appeals, resear regulations, and VA policies	nd in accordance with Title 38 sions, Georgia State regulations, nidelines, counsels and assists and survivors by presenting ne initial eligibility for Veterans ng claimants in non-judicial g facts and historical evidence ing officers or before the Board rching US Codes, federal s and procedures to monitor and federal level, submitting client	Associate degree in sociolog management, psychology, or accredited college or university	y, counseling, business a related field from an ity and two (2) years of I Vets Claims & Appeals Ofc 2
Job Code	Job Title	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc	-	L
Min Salary \$50,982.94		Salary 351.55	Max Salary \$81,720.15
of subordinate staff. Superv Claims Division, Georgia De Ensures all claims and bene dependents and survivors a	instructs the work assignments vises personnel assigned to the ept. of Veterans Services. efits actions for veterans, their are in accordance with Title 38 cions, state and federal policies,	Entry Qualit Associate degree in sociology management, psychology, or accredited college or univers experience at the lower leve (LEP062) or position equivale	y, counseling, business a related field from an ity and three (3) years of I Vets Claims & Appeals Ofc 2
Job Code	Job Title	Salary Plan	Grade
LEP070	Veterans Field Svc Ofc 1	SWD	F
Min Salary \$30,700.42		Salary 897.56	Max Salary \$47,094.70
Job Summary 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.		coursework in any field (min equivalent) and six (6) month	d two (2) years of college level

Job Code	Job Title	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	SWD	Н
Min Salary \$35,618.70		Salary 45.72	Max Salary \$56,872.73
Job Summary		Entry Qualifications	
Job Summary 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.		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		Salary 42.29	Max Salary \$61,832.00
Job Summa	arv	Entry Qualifica	ations
Under broad supervision, their dependents and sur entitlement programs in of Federal Regulations, st procedures and guideline	, counsels and assists veterans, vivors in applying for all veterans accordance with Title 38 US Code	High school diploma/GED and t coursework in any field (minimu equivalent) and two (2) years o lower level Veterans Field Svc C equivalent.	um 60 semester hours or f experience required at the
Job Code	Job Title	Salary Plan	Grade
LEP073	Veterans Field Svc Ofc Spv	SWD	L
Min Salary \$50,982.94		Salary 151.55	Max Salary \$81,720.15
Job Summary		Entry Qualifications	
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.		High school diploma/GED and t coursework in any field (minimu equivalent) and five (5) years of lower level Veterans Sr Field Sv equivalent.	wo (2) years of college level um 60 semester hours or f 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
Job Summa	rv	Entry Qualifications	
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 Summa		Entry Qualifi	rations
Under general 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 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		Salary 142.29	Max Salary \$61,832.00
Job Summa	rv	Entry Qualific	cations
Job Summary 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	Mid Salary		Max Salary
\$30,700.42		897.56	\$47,094.70
Job Summary Under direct supervision, helps prepare legal documents and correspondence. Assists legal staff in preparing for court proceedings.		Entry Qualifications High school diploma/GED and one (1) year of experience in an office setting using computer software.	

appointments and interviews.

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Job Code	Job Title	Salary Plan	Grade	
LET021	Legal Secretary 2	SWD	Н	
Min Salary	Mid	Salary	Max Salary	
\$35,618.70		245.72	\$56,872.73	
Job Summa	ry	Entry Qualif	ications	
	n, prepares legal documents and egal staff in preparing for court	experience in an office setting	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	Ι	
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00	
Job Summary E		Entry Qualif	Entry Qualifications	
Under broad supervision, correspondence. Assists le	prepares legal documents and egal staff in preparing for court vith 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 Salary	Mid	Salary	Max Salary	
\$44,998.81		, 143.37	\$73,287.92	
of subordinate staff. Over documents and correspon	ry r instructs the work assignments sees the preparation of legal idence. Assists legal staff in edings. Performs legal research.	Entry Qualif High school diploma/GED and in a legal setting, which includ worker, team leader, or supe of experience required at the (LET022) or position equivale	d four (4) years of experience des one (1) year in a lead rvisory role ; or two (2) years lower level Legal Secretary 3	
Job Code	Job Title	Salary Plan	Grade	
LET030	Paralegal 1	SWD	G	
Min Salary	Mid	Salary	Max Salary	
\$33,042.45		703.38	\$52,364.30	
Job Summa	ry	Entry Qualif	ications	
Under direct supervision, legal proceeding, to form	conducts research to support a ulate a defense, or to initiate legal es legal documents for review. cheduling hearings,	High school diploma/GED and a legal assistant in a legal env 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, p coordination in preparing support a legal proceeding	orovides assistance and and conducting research to to formulate a defense, or to tive action. Drafts and prepares v. Assists legal offices with	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 Qualific High school diploma/GED and as a legal assistant in a legal er from a paralegal training progr experience as a legal assistant one (1) year of experience requ Paralegal 3 (LET032) or position	five (5) years of experience wironment; or certificate ram and three (3) years of in a legal environment; or uired at the lower level	

Job Code	Job Title	Salary Plan	Grade
LET034	Paralegal Spv	SWD	L
Min Salary \$50,982.94		l Salary ,351.55	Max Salary \$81,720.15
Job Summa	NYV	Entry Qualifi	cations
Supervises, guides, and/o of subordinate staff in pre to support a legal proceed initiate legal or administra legal documents for revie	r instructs the work assignments eparing and conducting research ding, to formulate a defense, or to ative action. Drafts and prepares w. Assists legal offices with pintments and interviews.	-	l six (6) years of experience as ironment; or certificate from and four (4) years of t 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 \$30,700.42		l Salary ,897.56	Max Salary \$47,094.70
Job Summa	irv	Entry Qualifications	
Under direct supervision, development, negotiatior contracts.	provides assistance in the n, and evaluation of legal	High school diploma/GED and in business, accounting or a re equivalent combination of kno intern experience, training, or the necessary knowledge and the job at the level listed may year.	owledge, education, job or certifications that provides skills to successfully perform
Job Code	Job Title	Salary Plan	Grade
LET041	Contract Complnc Tech 2	SWD	G
Min Salary \$33,042.45 Job Summa	\$42 Iry	l Salary ,703.38 Entry Qualifi	
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: 3/1/25

Job Code	Job Title	Salary Plan	Grade	
LET042	Contract Complnc Tech 3	SWD	Н	
Min Salary	Mid	Salary	Max Salary	
\$35,618.70	\$46,	245.72	\$56,872.73	
Job Summar	•	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 Sp	ov SWD	I	
Min Salary	Mid	Salary	Max Salary	
\$38,452.58	\$50,	142.29	\$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.