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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		Entry Quali	fications	
Manages the activities of a interpret, and formulates p	division that will administer, programmatic policy. Develops policies and procedures. Directs	Bachelor's degree in an appr accredited college or univers related managerial or super 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 Summar	v	Entry Quali	fications	
	programmatic policy. Develops policies 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 Summar	v	Entry Qualifications		
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 Summar	y	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.

	Salary Dian	Grade		
Sr Ivigr, Legal SVCS	SWD	0		
Mid Salary		Max Salary		
\$91,	309.47	\$113,484.78		
Job Summary		fications		
Directs the work of staff providing a variety of legal		<u> </u>		
services. Requires expertise in laws, regulations, decisions		and licensed to practice law in Georgia, and which includes		
undle managers and stan.	experience.	iai role ili job-related legal		
Job Title	Salary Plan	Grade		
Asst Dir, Legal Svcs	SWD	Р		
Mid	Salary	Max Salary		
		\$126,937.80		
y	Entry Quali	fications		
vork of staff providing a variety	Juris Doctorate from an accr	edited college or university		
	and licensed to practice law in Georgia, and which includes			
ovides leadership to subordinate		al role in job-related legal		
		Crode		
	-	Grade		
Dir, Legai Svcs	SWD	Q		
Mid	Salary	Max Salary		
\$113,	824.07	\$142,139.72		
y	Entry Qualifications			
providing a variety of legal	Juris Doctorate from an accredited college or university			
	and licensed to practice law in Georgia, and which include			
-		ial role in job-related legal		
Job Title	Salary Plan	Grade		
Administrative Law Judge	SWD	Q		
NJ:A	Salary	Max Salary		
		, \$142,139.72		
	Entry Quali	fications		
y ninistrative hearings and	Juris Doctorate from an accredited college or university			
issues arising under state and		in Georgia and practicing for		
regulations of state agencies.	seven (7) years and a memb	er of good standing with the		
	State Bar Association of Geo	rgia.		
	\$91, y oviding a variety of legal e in laws, regulations, decisions dinate managers and staff. Job Title Asst Dir, Legal Svcs Mid \$101, y vork of staff providing a variety expertise in laws, regulations, vides leadership to subordinate Job Title Dir, Legal Svcs Mid \$113, y providing a variety of legal e in laws, regulations, decisions provides leadership to staff. Job Title Administrative Law Judge Mid \$113, y ninistrative hearings and issues arising under state and	Sr Mgr, Legal Svcs SWD Mid Salary \$91,309.47 Mid Salary \$91,309.47 Intry Quali Juris Doctorate from an accr and licensed to practice law three (3) years in a manager experience. Job Title Salary Plan Asst Dir, Legal Svcs SWD Mid Salary \$101,879.70 Mid Salary synce Salary Plan Juris Doctorate from an accr and licensed to practice law four (4) years in a manageria experience. Job Title Salary Plan Dir, Legal Svcs SWD Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 Mid Salary \$113,824.07 SWD Mid Salary \$113,824.07 Mid Salary \$113,824.07		

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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	\$127,3	321.19	\$159,317.88	
Job Summary		Entry Qua	lifications	
Plans, assists with, and cond	ing issues arising under state	and licensed to practice law seven (7) years and a mem	credited college or university w in Georgia and practicing for ber of good standing with the eorgia and previous experience udge.	
Job Code	Job Title	Salary Plan	Grade	
LEM032	Div Dir, Admin Law Judge	SWD	S	
Min Salary		Salary	Max Salary	
\$106,416.69	\$142,	572.95	\$178,729.21	
Job Summary Oversees and conducts admi		Entry Qualifications		
adjudicates cases involving is federal laws and rules and re Directs subordinate manage		seven (7) years and a mem	w in Georgia and practicing for ber of good standing with the eorgia and previous experience udge Division Director or	
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	
Job Summary		Entry Qua	lifications	
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.		High school diploma/GED a in interpreting and applyin eligibility.	and three (3) years of experience g laws regarding program	
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 Qua	lifications	
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 a in interpreting and applyin eligibility; or two (2) years	and four (4) years of experience	

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Some positions may not allow the eligibility clause

Job Code	Job Title	Salary Plan	Grade
LEP012	Adjudicator 3	SWD	К
Min Salary	Mic	Salary	Max Salary
\$44,998.81	\$59	,143.37	\$73,287.92
Job Summary		Entry Qualificat	tions
Under broad supervision, co recommend decisions on cla government programs or ot	onducts hearings to decide or aims or appeals concerning	High school diploma/GED and five experience in interpreting and a program eligibility; or two (2) ye at the lower level Adjudicator 2 equivalent.	pplying laws regarding ars of experience required
Job Code	Job Title	Salary Plan	Grade
LEP013	Adjudicator Spv	SWD	L
Min Salary	Mic	l Salary	Max Salary
\$50,982.94		,351.55	\$81,720.15
of subordinate staff. Overse nearings to decide or recom appeals concerning governm government-related matter going case reviews.	nstructs the work assignments les personnel conducting limend decisions on claims or nent programs or other s. Manages and directs on-	Entry Qualificat High school diploma/GED and siz experience in interpreting and a program eligibility; or two (2) ye at the lower level Adjudicator 3 equivalent.	x (6) years of professional pplying laws regarding ars of experience required (LEP012) or position
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
Job Summary		Entry Qualificat	tions
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 accredit and license to practice law in the eligibility to sit for the next Geor followed by Georgia Bar exam pa practice law in the State of Geor hiring or reciprocity (must obtain	e State of Georgia or gia Bar examination assage and licensure to gia within one (1) year of

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Job Code	Job Title	Salary Plan	Grade	
LEP021	Attorney 2	SWD	L	
Min Salary	Mi	id Salary	Max Salary	
\$50,982.94	\$6	6,351.55	\$81,720.15	
Job Summary		Entry Qualifie	cations	
recommendations on leg	on, provides analysis and/or gal issues within the scope and Acts as a liaison or representative Department of Law.	Juris Doctorate from an accred 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 (1 experience; or one (1) year of lower-level Attorney 1 (LEP02)	the State of Georgia or corgia Bar examination passage and licensure to orgia 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	Mi	id Salary	Max Salary	
\$56,310.72	\$7.	3,677.24	\$91,043.76	
Job Summ	arv	Entry Qualifications		
Job Summary Under broad supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representativ 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 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	Ν	
Min Salary \$62,331.12		id Salary 1,955.29	Max Salary \$101,579.45	
Job Summary		Entry Qualifications		
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 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).

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

Job Code	Job Title		Salary Plan	Grade
LEP030	Contracts Administrate	or 1	SWD	I
Min Salary	I	Mid Salary		Max Salary
\$38,452.58	Ş	\$50,142.29		\$61,832.00
Job Summary	1		Entry Qualifica	tions
Under supervision, develop oversees legal contracts and	s, processes, approves, and	job-relate of knowle or certific and skills	ed experience.Note: An edge, education, job or cations that provides th	our (4) years of contracting equivalent combination intern experience, training, he necessary knowledge in the job at the level listed ear.
Job Code	Job Title		Salary Plan	Grade
LEP031	Contracts Administrate	or 2	SWD	J
Min Salary		Mid Salary		Max Salary
\$41,569.83	Ş	\$54,428.52		\$67,287.20
Job Summary	1		Entry Qualifica	tions
and oversees legal contract	develops, processes, approves, s and compliance within the mance of assigned contracts.	job-relate required (LEP030) combinat experient necessary	ed experience; or one (at the lower level Cont or position equivalent. tion of knowledge, edu ce, training, or certifica y knowledge and skills	racts Administrator 1 Note: An equivalent
Job Code	Job Title		Salary Plan	Grade
LEP032	Contracts Administrate	or 3	SWD	К
Min Salary \$44,998.81		Mid Salary \$59,143.37		Max Salary \$73,287.92
Job Summary	1		Entry Qualifica	tions
Under broad supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.		job-relate required (LEP031) combinat experience	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	pv SWD	L
Min Salary	Mid	Salary	Max Salary
\$50,982.94	\$66,	351.55	\$81,720.15
Job Summa	Irv	Entry Qualif	ications
Supervises, guides, and/o of subordinate staff. Supe	r instructs the work assignments ervises the development, process, tracts and compliance within les and regulations, and	years in a lead worker, team three (3) years of experience Contracts Administrator 3 (LE 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 P032) or position ant 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		Salary 428.52	Max Salary \$67,287.20
	Iry les legal analysis services for a artment. 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, rience, 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		Salary 143.37	Max Salary \$73,287.92
Job Summary Under general supervision, provides legal analysis services for a program, division, or department. May act as a liaison to the legal division.		Entry Qualifications 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; o one (1) year of experience required at the lower level Lega 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.	

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the lower level Legal Analysis Spec 3 (LEP042) or position

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

equivalent.Note: An equivalent combination of

be substituted year-over-year.

Job Code	Job Title	Salary Plan	Grade
LEP042	Legal Analysis Spec 3	SWD	L
Min Salary	Mid	Salary	Max Salary
\$50,982.94	\$66,3	351.55	\$81,720.15
Job Summary		Entry Qualifi	cations
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.		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	М
Min Salary		Salary	Max Salary
\$56,310.72	\$73,	677.24	\$91,043.76
Job Summary		Entry Qualifications	
Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs personnel providing legal analysis services and representation for programs and/or services.		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	

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Job Code	Job Title	Salary Plan	Grade	
LEP044	Program Manager (OGC)	SWD	Ν	
Min Salary	Mid Sa	lary	Max Salary	
\$62,331.12	\$81,95	5.29	\$101,579.45	
Job Summa	ary	Entry Qualifications		
Supervises, guides, and instructs the work assignments of subordinate staff within the Office of the General Counsel. Establishes operating procedures, practices, and guidelines and communicates them with program or department personnel. Establishes, monitors, and controls project schedules. Plans, organizes, and manages work of staff. Plans and manages business development and project management activities for a program or unit within the Office of the General Counsel.		High school diploma/GED and seven (7) years of related professional experience which includes three (3) years in a managerial or supervisory role; or three (3) years as Legal Analysis Specialist Spv (LEP043) 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	
LEP060	Vets Claims & Appeals Ofc 1	SWD	G	
Min Salary	Mid Sa	lary	Max Salary	
\$33,042.45	\$42,70	3.38	\$52,364.30	
Job Summary		Entry Qualificati	ons	

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, 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	Mid Sal	ary	Max Salary
\$41,569.83	\$54,428	3.52	\$67,287.20
US Code of Regulations, procedures and guideline their independents and s evidence to determine ir benefits, representing cla actions by stating facts a either local VA hearing o Veterans Appeals, resear regulations, and VA polic resolve claim issues at th	on and in accordance with Title 38, Georgia regulations, policies, es, counsels and assists veterans, survivors by presenting actual nitial eligibility for Veterans Affairs aimants in non-judicial appellate nd historical evidence before fficers or before the Board of	Entry Qualificat Associate degree in sociology cou management, psychology, or a re accredited college or university a experience at the lower level Vet (LEP060) or position equivalent.	unseling, business elated field from an and two (2) years of
Job Code	Job Title	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals Ofc	SWD	К
Min Salary	Mid Sal	ary	Max Salary

\$59,143.37

, \$44,998.81

Job Summary

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.

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 2 (LEP061) or position equivalent.

\$73,287.92

Job Code	Job Title	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc	Spv SWD	L
Min Salary	Mid	Salary	Max Salary
\$50,982.94		351.55	\$81,720.15
Job Summary	1	Entry Qualifie	cations
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 \$30,700.42		id Salary Max Salary 8,897.56 \$47,094.70	
Job Summary	1	Entry Qualific	cations
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.		High school diploma/GED and two (2) years of college leve 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	Job Title	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	SWD	Н
Min Salary \$35,618.70		Salary 245.72	Max Salary \$56,872.73
Job Summary	1	Entry Qualific	cations
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 coursework in any field (minin 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	
LEP072	Veterans Sr Field Svc Ofc	SWD	I	
Min Salary \$38,452.58		d Salary),142.29	Max Salary \$61,832.00	
		Entry Qualif	ications	
their dependents and survi entitlement programs in ac of Federal Regulations, sta procedures and guidelines.	counsels and assists veterans, vors in applying for all veterans coordance with Title 38 US Code	High school diploma/GED and coursework in any field (mini	d two (2) years of college leve mum 60 semester hours or s of experience required at the	
Job Code	Job Title	Salary Plan	Grade	
LEP073	Veterans Field Svc Ofc Sp	-	L	
Min Salary	Mi	d Salary	Max Salary	
\$50,982.94	\$66	5,351.55	\$81,720.15	
Job Summar	y	Entry Qualif	ications	
for veterans, their depende accordance with Title 38 U	es all claims and benefits actions ents and survivors are in S Code of Federal Regulations, procedures and guidelines.	coursework in any field (mini equivalent) and five (5) years lower level Veterans Sr Field equivalent.	of experience required at the	
Job Code	Job Title	Salary Plan	Grade	
LET010	Child Enforcement 1	SWD	F	
Min Salary	Mi	d Salary	Max Salary	
\$30,700.42		3,897.56	\$47,094.70	
Joh Summar		Entry Qualif	ications	
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		d Salary 2,703.38	Max Salary \$52,364.30	
Joh Summary		Entry Qualifications		
Job Summary 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	Mid	Salary	Max Salary	
\$38,452.58	\$50 <i>,</i>	142.29	\$61,832.00	
Job Summa		Entry Qualifica		
of subordinate staff. Supe enforce child support obli	r instructs the work assignments rvises a unit to establish and gations of responsible parents. activities with legal, judicial, and	High school diploma/GED and tw in a legal setting using compute of experience required at the lo (LET020) or position equivalent.	r software; or one (1) year wer level Legal Secretary 1	
Job Code	Job Title	Salary Plan	Grade	
LET020	Legal Secretary 1	SWD	F	
Min Salary	Mid	Aid Salary Max Salary		
\$30,700.42		897.56	\$47,094.70	
•	ry helps prepare legal documents sts legal staff in preparing for	Entry Qualifica High school diploma/GED and o an office setting using compute	ne (1) year of experience in	
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 Qualifica	tions	
Under general supervisior	n, prepares legal documents and egal staff in preparing for court	High school diploma/GED and tw in a legal setting using compute experience in an office setting u one (1) year of experience requi Secretary 1 (LET020) or position	r software; or Two years of using computer software; or ired at the lower level Legal	
Job Code	Job Title	Salary Plan	Grade	
LET022	Legal Secretary 3	SWD	Ι	
Min Salary	hiM	Salary	Max Salary	
\$38,452.58		142.29	\$61,832.00	
Job Summa	ry	Entry Qualifica	tions	
Under broad supervision, correspondence. Assists le	prepares legal documents and egal staff in preparing for court with legal research and supervise	High school diploma/GED and the school diploma/GED and the in a legal setting using compute of experience required at the lo (LET021) or position equivalent.	r software; or one (1) year wer level Legal Secretary 2	

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Job Code	Job Title	Salary Plan	Grade	
LET023	Legal Secretary Spv	SWD	К	
Min Salary	Mic	l Salary	Max Salary	
, \$44,998.81		,143.37	\$73,287.92	
Job Summar	v	Entry Qualifications		
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.		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 Salary \$33,042.45		l Salary ,703.38	Max Salary \$52,364.30	
egal proceeding, to formu	conducts research to support a late a defense, or to initiate legal s legal documents for review. heduling hearings,	Entry Qualifi High school diploma/GED and a legal assistant in a legal envi a paralegal training program.	one (1) year of experience a	
Job Code	Job Title	Salary Plan	Grade	
LET031	Paralegal 2	SWD	Н	
Min Salary \$35,618.70		l Salary ,245.72	Max Salary \$56,872.73	
Job Summary		Entry Qualifi	cations	
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.

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Job Code	Job Title	Salary Plan	Grade	
LET032	Paralegal 3	SWD	I	
Min Salary		Mid Salary Max Salary		
\$38,452.58		\$50,142.29	\$61,832.00	
Job Summ	arv	Entry Qualific	cations	
Under broad supervision coordination in preparin support a legal proceedi initiate legal or administ legal documents for revi	a, provides assistance and g and conducting research to ng, to formulate a defense, or to rative action. Drafts and prepares ew. Assists legal offices with pointments and interviews.	High school diploma/GED and as a legal assistant in a legal en from a paralegal training prog experience as a legal assistant one (1) year of experience req Paralegal 2 (LET031) or positio	four (4) years of experience nvironment; or certificate ram and two (2) years of in a legal environment; or uired at the lower level	
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	
Job Summ	arv	Entry Qualific	cations	
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.		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	
LET034	Paralegal Spv	SWD	L	
Min Salary \$50,982.94		Mid Salary \$66,351.55	Max Salary \$81,720.15	
Job Summary 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.		High school diploma/GED and a legal assistant in a legal envi a paralegal training program a experience as a legal assistant one (1) year of experience req	Entry Qualifications 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.	

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Job Code	Job Title	Salary Plan	Grade	
LET040	Contract Complnc Tech	1 SWD	F	
Min Salary	I	id Salary Max Salary		
\$30,700.42	ç	38,897.56	\$47,094.70	
Job Summa	ary	Entry Qua	lifications	
	provides assistance in the	in business, accounting or a equivalent combination of intern experience, training the necessary knowledge a	and three (3) years of experience a related field.Note: An knowledge, education, job or , or certifications that provides and skills to successfully perform hay be substituted year-over-	
Job Code	Job Title	Salary Plan	Grade	
LET041	Contract Complnc Tech	12 SWD	G	
Min Salary \$33,042.45		Mid Salary 642,703.38	Max Salary \$52,364.30	
Job Summa			lifications	
	n, provides assistance in the	in business, accounting or a experience required at the Tech 1 (LET040) or position equivalent combination of intern experience, training the necessary knowledge a	and four (4) years of experience a related field; or one (1) year of lower level Contract Complnc equivalent.Note: An knowledge, education, job or , or certifications that provides and skills to successfully perform hay be substituted year-over-	
Job Code	Job Title	Salary Plan	Grade	
LET042	Contract Complnc Tech	SWD	Н	
Min Salary	1	Mid Salary	Max Salary	
\$35,618.70		546,245.72	\$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.		

As of: 5/1/25

Job Code J	ob Title	Salary Plan		Grade
LET043 C	Contract Complnc Tech Spv	SWD		I
Min Salary \$38,452.58	Mid 5 \$50,1	Salary 42.29	Max Salary \$61,832.00	
Job Summary Supervises, guides, and/or instructs t	he work assignments	•	Qualifications GED and seven (7) years of	

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-overyear.