



STATE OF MISSISSIPPI  
invites applications for the position of:  
**Paralegal Specialist**

**SALARY:** \$31,375.47 Annually

**OPENING DATE:** 03/17/21

**CLOSING DATE:** 03/30/21 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 25 - HINDS COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** None

**TIME LIMITED POSITION:** No

**AGENCY INFORMATION:** This Paralegal Specialist is with the Mississippi Board of Nursing. The incumbent's primary responsibility will be to manage the hearing docket along with drafting all documentation necessary, and completing administrative processes from each hearing cycle within the Board's legal division.

**CHARACTERISTICS OF WORK:**

This is administrative work of a paralegal nature providing legal interpretation and consultation and performing research and reference services. An incumbent interprets and explains laws, regulations, and procedures to staff members; reviews reports and assists in preparation of legal documents that may require the referral of cases for prosecution; is responsible for supplying legal reference services; and conducts extensive research. Work is performed under the general supervision of an administrative superior. Incumbent supervises staff members.

**EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

Interprets and explains federal and state laws, rules, regulations, policies, and procedures to staff members.

Trains and supervises staff members in reference work techniques.

Supplies reference services upon request.

Assists in preparation and examination of legal documents affecting the agency.

Reviews reports that may include assisting in referrals of cases for prosecution.

Conducts extensive research upon request from agency..

Performs related or similar duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university;

AND

#### **Experience:**

One (1) year of experience in court filings, records, and appeals.

OR

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

#### **Experience:**

Five (5) years of related experience, of which one (1) year must have been in court filings, records, and appeals.

### **Substitution Statements:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

Thirty (30) semester hours from an accredited school of law may be substituted for the one (1) year of experience in court filings, records, and appeals.

## **ESSENTIAL FUNCTIONS:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Interprets laws, rules, and regulations to existing and new staff members.
2. Examines and disseminates legal documents for conducting extensive research.

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## Paralegal Specialist Supplemental Questionnaire

- \* 1. What is the highest level of education (or semester hours of college) you have completed?
- None
  - GED or High School Equivalency Diploma / High School Diploma
  - 1 year / 30 semester hours
  - Associate's Degree / 2 yrs / 60 semester hours
  - 3 years / 90 semester hours
  - Bachelor's Degree
  - Master's Degree
  - Specialist Degree
  - Doctorate Degree
- \* 2. How many years of related experience do you have?
- No experience
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 years of experience
  - 6 years of experience
  - 7 years of experience
  - 8 years of experience
  - 9 years of experience
  - 10 years of experience
  - More than 10 years
- \* 3. How many years of experience do you have in court filings, records and appeals?
- No Experience
  - 1 Year of Experience
  - 2 Years of Experience
  - 3 Years of Experience
  - 4 Years of Experience
  - 5 Years of Experience
  - 6 Years of Experience
  - 7 Years of Experience
  - 8 Years of Experience
  - 9 Years of Experience
  - 10 Years of Experience
  - More Than 10 Years of Experience
- \* 4. Do you have at least thirty (30) semester hours from an accredited school of law?
- Yes
  - No

\* Required Question