

STATE OF OREGON

SKILL CODE SHEET
Complete and Attach to Your Application
For the Following Job:

1523 Paralegal 1

1524 Paralegal 2

1525 Paralegal 3

Listed below are skill areas which will provide additional assistance to state agencies in filling these positions. Check the skill areas which indicate the training and/or experience you have.

Be sure to attach this sheet to your application. If it is not attached, no skills will be noted on your record.

- (RLD) Training or experience drafting forms, contracts, pleadings, affidavits, or other routine legal documents.
(DRT) Experience independently drafting, for approval by an attorney, briefs, responses to motions, and other legal documents which require the application of judgment and legal analysis.
(LAS) Experience as a legal assistant or law clerk performing legal research; OR at least one year of law school training.
(LLV) Training or experience researching state or federal legislative records.
(COD) Experience summarizing and coding transcripts or documents from trials, administrative hearings, and or legal proceedings.
(LOD) Experience summarizing legal opinions and decisions.
(ARG) Experience reading and summarizing arguments made in legal proceedings for attorney use.
(ARI) Experience providing paralegal, law clerk, or other legal assistance in discovery processes by accessing legal documents or responding to interrogatories.

(Signature)

(Social Security No.)