

State of Alabama  
Personnel Department  
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P. O. Box 304100  
Montgomery, AL 36130-4100  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## LEGAL RESEARCH ASSISTANT – 11503

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**Salary:** \$32,433.60 - \$51,621.60

**Announcement Date:** February 19, 2014

**Revised Date:** October 3, 2018

### **JOB INFORMATION**

Legal Research Assistant is a permanent, full-time position used by various agencies throughout the state. Positions are located primarily in Montgomery. This is specialized work conducting research into legal issues arising in connection with the operation of state departments and agencies, in the preparation of basic legal documents, and in the handling of routine administrative duties.

### **MINIMUM REQUIREMENTS**

- Graduation from an accredited\* legal assistant or paralegal program
- Possession of a legal assistant or paralegal certificate
- One year of experience in legal research work

**OR**

- Graduation from a recognized school of law and eligibility to be admitted to the Alabama State Bar Examination

### **ADDITIONAL REQUIREMENT**

- All applicants **MUST** attach a copy of their legal assistant certificate, paralegal certificate, or J.D. diploma to their application. Applications received without this information will not be processed.

### **EXAMINATION**

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on the application will comprise 100% of the applicant's final score for the open-competitive register.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

# Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**State of Alabama Personnel Department  
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:
  - Southern Association of Colleges and Schools (SACS)
  - Middle States Commission on Higher Education (MSCHE))
  - Northwest Commission on Colleges and Universities (NWCCU)
  - Higher Learning Commission (HLC)
  - New England Commission of Higher Education (NECHE)
  - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school*\* considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

\*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.