

ALTERNATE RANGE CRITERIA 405

Established 5/5/99

Revised 3/15/01

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to the legal secretaries who meet all of the criteria for Range A, have completed at least 12 months at Range A with satisfactory or above performances rating, and either:

1. Work in a department that has level IV attorneys. or
2. Perform legal secretarial work for the chief legal administrator with major administrative responsibility for a complex legal program and large professional staff.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.