



## Legal Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
352	Non-Exempt	6 - Administrative Support	AFSCME	2	02/11/1998	1029	1 of 1

**DEFINITION:** Under general supervision of the General Counsel and immediate functional supervision from assigned attorneys, using average skills for this series, assists attorneys with administrative, office support, and basic legal tasks; performs a variety of assigned technical tasks related to legal research and documentation; performs other related duties as required. This is a flexible staffing classification.

**DISTINGUISHING CHARACTERISTICS:** The class of Legal Assistant is the entry-level class within the Legal Assistant Series. The Legal Assistant is distinguished from the Senior Legal Assistant by the performance of the more routine tasks and duties assigned to positions within this series such as acting as the receptionist for the department. Incumbents in this class are not expected to perform with the same independence of direction and judgement on legal administrative support matters and are not expected to provide regular para-professional level litigation support. Incumbents in this class work under general direct supervision and immediate functional supervision, while Senior Legal Assistants work under general direct supervision and general functional supervision. A Legal Assistant can progress to Senior Legal Assistant after a minimum of two years experience as a Legal Assistant, fulfilling the Education/Training requirements of Senior Legal Assistant, the District certifying the need for the higher level duties, and the satisfactory completion of a knowledge and skills test for Senior Legal Assistant.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties and functions may include, but are not limited to, the following: Serve as an administrative support position in the Legal Department by performing a wide variety of moderately difficult and confidential office clerical and legal administrative support duties; serve as the receptionist for the Legal Department, including answering incoming telephone calls, taking messages, screening calls and visitors, etc.; respond to routine inquiries for information from the public and District staff, and refer to other staff where appropriate; exhibit familiarity with Legal Department functions; do simple research and compile data for reports and other materials; maintain appointment schedules/calendars; serve as backup administrative support to the departmental Executive Administrative Assistant; provide administrative support to assigned attorney and Assistant General Counsel; perform clerical duties such as typing, filing and distributing mail; type letters, reports, memoranda, legal opinions, legal correspondence, motions, briefs, and other legal and non-legal documents; under close supervision, prepare pleadings and legal notices connected with trial preparation and discovery; proofread for accuracy, correct form, content and proper English usage; order/purchase supplies and equipment; participate in the tracking and monitoring of department budget; track and monitor expenses related to legal cases for eventual reimbursement; transcribe deposition and arbitration summaries prepared by attorneys; complete and submit expense reports; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Administrative procedures and principles of legal practice, law office and terminology; English usage, spelling, grammar and punctuation; modern office methods, practices, procedures and equipment such as typewriters and computers; typical modern office computer software programs such as word processing, spreadsheets, and databases; business and legal letter writing; simple business mathematics and statistics.

**Ability To:** Perform assigned office support duties with speed and accuracy; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively both orally and in writing in an office environment; type accurately on a keyboard at the rate of 50 net words per minute; effectively operate modern office equipment including computers and related software such as word processing, spreadsheets and databases; compile and maintain confidential information and records; apply sound judgment and discretion; collect, analyze and present routine legal data including statistical reports in a clear and concise manner; establish and maintain record keeping systems and procedures.

**Education/Training:** Equivalent to completion of the 12th grade, supplemented by course work or training in modern office practices and computer software programs such as word processors, spreadsheets, etc.; additional specialized training in a legal environment or a related field is desirable.

**Experience:** Equivalent to at least two (2) years of responsible office support and clerical experience, which includes one year of law office-related experience.

**License/Certification:** None.