



Senior Legal Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
353	Non-Exempt	6 - Administrative Support	AFSCME	4	02/11/1998	1029	1 of 1

DEFINITION: Under general supervision of the General Counsel and general functional supervision from assigned attorneys, using moderate to considerable skills for this series, assist attorneys with administrative, office support, and para-professional legal tasks; and to perform a variety of assigned journey-level technical tasks related to legal research and documentation; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: The class of Senior Legal Assistant is the journey level class within the Legal Assistant Series providing training to less experienced legal assistants. The Senior Legal Assistant is distinguished from Legal Assistant by greater discretionary and decision making responsibility on legal administrative support matters, and the assignment of more complex para-professional legal duties, including primary support for the Chief Trial Attorney and other litigation attorneys. Legal Assistants perform the more routine tasks and duties assigned within this series such as acting as the receptionist for the department and work under general direct supervision and immediate functional supervision while Senior Legal Assistants work under general direct supervision and general functional supervision. The classification of Senior Legal Assistant may be achieved by Legal Assistants fulfilling the education/training and experience requirements, 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 difficult and confidential office clerical and paraprofessional legal administrative support duties; provide training to lower level legal assistants in para-professional level functions; screen calls/ visitors and take messages; respond to moderately complex inquiries for information from the public and District staff, and refer to other staff where appropriate; exhibit familiarity with Legal Department functions; do para-professional level research and compile data for reports and other materials; maintain appointment schedules/calendars; provide administrative support to assigned attorney; organize and index documents for legal files; prepare litigation status reports; 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 general supervision, prepare pleadings and legal notices connected with trial preparation and discovery; draft responses to legal pleadings and discovery requests; proofread for accuracy, correct form, content and proper English usage; transcribe deposition and arbitration summaries prepared by attorneys; complete and submit expense reports; maintain department records; 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: Principles and practices of legal research, of reviewing and drafting reports on legal subjects; legal terminology; local court rules and administration of civil litigation; administrative procedures, English usage, spelling, grammar and punctuation; record keeping systems and procedures; 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; inter-relationships between a variety of dispute resolution mechanisms, including State and Federal courts, administrative agencies, arbitration, and mediation; 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; maintain confidential legal information; exercise initiative and work independently, applying sound judgment, discretion and establish priorities; apply para-professional level legal research methods, practices and procedures in assisting in the preparation of cases; collect, analyzes and present routine legal data including statistical reports in a clear and concise manner; establish and maintain record keeping systems and procedures; work effectively under tight deadlines.

Education/Training: Equivalent to completion of the 12th grade, supplemented by course work or training in modern office practices, paralegal functions and duties; and computer software programs such as word processors, spreadsheets, etc.

Experience: Equivalent to at least four (4) years of progressively responsible office support and clerical experience, which includes two years of law office-related experience performing work similar to an entry level Legal Assistant at AC Transit District.

License/Certification: None.