

CLASS SPECIFICATION
Legal Assistant

FLSA Status: Non-Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

With general supervision, provides legal assistance and support to designated attorneys, following applicable court rules and procedures and City Attorney's Office standards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Legal Assistants are responsible for providing legal assistance and administrative support to several assigned attorneys in the City Attorney's Office.

Legal Assistant is distinguished from Senior Legal Assistant in that incumbents in the latter class are required to perform technically difficult legal support functions with minimal supervision and perform other difficult, specialized administrative functions that support Office-wide operations.

Legal Assistant is distinguished from other City administrative support classes in that Legal Assistants are required to understand and apply legal terminology and knowledge of state and federal court rules and procedures applicable to a wide variety of civil litigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Assists assigned staff attorneys by preparing legal documents, maintaining case files and carrying out trial support activities rapidly and accurately; drafting and preparing court documents; word processes drafts of legal documents, contracts and correspondence from written or dictated materials; formats materials according to applicable court requirements and legal and office standards; prepares exhibit notebooks for trials; receives and processes action correspondence and prepares reminders to supervising attorneys.
2. Provides administrative support to assigned attorneys; proofreads and edits drafts for spelling and grammar; operates computers and other standard office equipment to produce legal documents; proofreads and copies documents.
3. Annotates and maintains trial/docket calendars for assigned attorneys; schedules and confirms appointments for interviews and conferences between parties; arranges and schedules depositions,

including scheduling court reporters, subpoenaing witnesses, noticing deposeses and reserving conference rooms.

4. Maintains case files by opening, filing, updating and closing files as appropriate; designs and maintains cross-reference filing index and reminder systems for legal staff and client bureaus.
5. Assists in the investigation of claims which includes contacting City bureaus and attorneys for documents and analyzing files; verifies legal citations in documents.
6. Maintain administrative and legal volumes; replaces outdated information with current information supplied by attorneys or administrative staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Law office administrative practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Office administrative practices and procedures.
4. Terminology, forms, documents and court rules and requirements used in legal practice and proceedings.
5. Legal references and their contents.
6. Statutory deadlines for responding to and/or filing pleading documents.

Ability to:

1. Operate a computer and word processing software and other standard office equipment.
2. Make advanced uses of word processing software to produce competent legal documents.
3. Type accurately at a speed necessary to meet the requirements of the position.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Reach sound decisions in accordance with applicable law and court procedures, rules and policies.
6. Organize, research and maintain legal and office files and calendars.

7. Compose correspondence and prepare standard legal documents from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain sensitive and confidential information.
11. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people, outside legal counsel and litigants.
12. Establish and maintain highly effective working relationships with City officials, staff and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of progressively responsible secretarial or clerical experience in a law office; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0240 LEGAL ASSISTANT. Adopted: 09-19-78; Revised: 02-15-83, 04-15-91, 07-01-92

June 2009 - Change Job Class number from 7475 to 30000591, due to system change.