

CLASS SPECIFICATION
Senior Legal Assistant

FLSA Status: Non-Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, provides legal assistance and support to designated attorneys; independently performs technically difficult legal support functions, including drafting basic legal pleadings and specialized motions; performs legal research and uses established forms to prepare legal documents; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Legal Assistants perform complex, specialized legal secretarial and administrative support tasks requiring a thorough knowledge of legal procedures and terminology for several assigned attorneys. Incumbents are expected to work independently and manage a large volume of legal support duties, often under stringent deadlines with competing priorities.

Senior Legal Assistant is distinguished from Legal Assistant in that incumbents in the former 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.

Senior Legal Assistant is further distinguished from other City administrative support classes in that incumbents in the former class 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; 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; drafts and files Motions to Quash; receives and processes action correspondence and prepares reminders to supervising attorneys; prepares ordinances, Code revisions and resolutions according to City Council formatting guidelines; drafts subpoenas for records and witness appearances; prepares trial notebooks and chronological summaries.
2. Performs Office-wide administrative support duties, such as develops templates and materials for use by other Legal Assistants; recommends and implements enhancements to applications and word processing programs to improve effectiveness and productivity.

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 deposees and reserving conference rooms; provides weekly case updates and updates case lists; makes arrangements for and assists expert witnesses.
4. Assists attorneys with technical research, document control and analysis; contacts City bureaus and other court and governmental agencies to conduct public records searches; verifies legal citations in prepared documents; researches records requests.
5. Maintains legal and technical files; designs and maintains cross-reference filing index and reminder systems for legal staff and client bureaus; updates case files with prepared and received documents and closes files; prepares witness files.
6. Maintain administrative and legal volumes; replaces outdated information with current information supplied by attorneys or administrative staff.
7. Informs supervising attorneys of changes to administrative rules and forms; modifies current forms or creates new forms to implement required changes.

OTHER DUTIES

1. Relieves the receptionist; receives walk-in visitors; provides requested information; screens and refers telephone calls.
2. May assist in training new administrative employees.
3. Performs petty cash accounting, including writing and disbursing cash funds; approves invoices for payment.
4. Performs notary public duties.
5. Serves on special City committees and task forces.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Office administrative practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Law office administrative practices and procedures.
4. Terminology, forms, documents and court rules and requirements used in legal practice and proceedings.

5. Legal reference materials and their contents.
6. Statutory deadlines for responding to and/or filing pleading documents.
7. Methods and techniques of legal research and investigation.
8. State and City regulations regarding the maintenance and disclosure of public records.

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 judgement within areas of responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
6. Organize, research and maintain confidential 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 five 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:

0962 ASSISTANT PROGRAM SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7476 to 30000592, due to system change.