

City of Portland

CLASS SPECIFICATION
LEGAL ASSISTANT I

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Legal Assistant III, or other supervisory- or management-level position. Under routine supervision, provides specialized support to designated attorneys within the City Attorney's Office or management within Bureaus/Offices.

Responsibilities include: drafting, preparing, and publishing legal documents and correspondence; calendaring attorney schedules and court dockets; preparing cases for trials; performing complex office tasks requiring advanced skills and knowledge of legal theories, research, and terminology.

DISTINGUISHING CHARACTERISTICS

Legal Assistant I is the first of three classifications in the Legal Assistant series.

Legal Assistant I is distinguished from a Legal Assistant II in that the latter performs technically difficult legal support work with minimal supervision and provides specialized Bureau-/Office-wide legal administrative support services.

Legal Assistant I is distinguished from the Paralegal series in that the latter provide advanced legal support to Attorneys, including independently drafting legal documents and performing case preparation.

Legal Assistant I is distinguished from the Administrative Specialist series in that the former specializes in legal administrative services and the latter performs general administrative activities in support of City operations.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Establish, organize, and maintain case, project, and specialized files applying knowledge of legal procedures, terminology, and state and federal court rules and procedures; organize files for case closure and archiving following Bureau/Office policies and procedures and City archiving retention schedules.
2. Review, process, and distribute mail and other legal documents; review and process invoices.
3. Provide confidential administrative support to attorneys and management.
4. Prepare legal documents, including discovery documents, pleadings, subpoenas, settlement documents, ordinances, resolutions, City Code revisions, memoranda, reports, and other notices and correspondence.
5. Schedule meetings with City attorneys and staff, outside attorneys, witnesses, and other parties.
6. Update and maintain case status and associated actions and deadlines in litigation software program and calendars; notify attorneys and paralegals of deadlines; maintain attorney case lists.
7. Consult with attorneys and paralegals to discuss cases and prepare for arbitration or trial; create attorney trial and related notebooks; contact witnesses and schedule pretrial and trial appearances.

8. Respond to inquiries and requests from City staff and the public; respond to public records requests.
9. Gather information from files and Bureaus/Offices to develop case billing records.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under routine supervision by a Legal Assistant III, or other supervisory- or management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of federal, state, and local laws, statutes, regulations, and ordinances, including civil, administrative, labor, employment, and environmental law.
2. Knowledge of law office administration, court procedures, rules of evidence, public records laws and practices, and courtroom hearing procedures.
3. Knowledge of legal terminology, forms, documents, and electronic filing.
4. Ability to produce legal documents and proofread and edit drafts for spelling and grammar.
5. Ability to prepare clear, accurate, concise, and persuasive pleadings, reports, correspondence, and other written materials.
6. Ability to organize and maintain legal files, cases, and calendars.
7. Ability to read and understand procedure manuals and medical, legal, and police reports.
8. Ability to maintain sensitive and confidential information.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
10. Ability to communicate effectively, both verbally and in writing.
11. Ability to exercise independent judgment and initiative within established guidelines.
12. Ability to utilize City-specific technology and general office software, including litigation software.
13. Ability to work independently and under pressure; prioritize conflicting requests, fluctuating workload, and competing deadlines.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High school diploma or GED;

AND

Experience: Three (3) years of legal administrative experience.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Completion of a legal administrative assistant program.

Experience working for a public agency providing legal administrative services.

Notary Public for State of Oregon Certification.

Minimum Salary: xxxxx per [pay period, month, annual]
Maximum Salary: yyyyy per [pay period, month, annual]
Bargaining Unit: Non-represented
FLSA Status: Non-Exempt
HISTORY
Revision Dates: