



## CLASS SPECIFICATION

Class Code: 60000101  
Date Established: 06/1979  
Last Reviewed: 07/2023  
Last Revised: 08/2023  
Last Title Change: 08/2023  
FLSA: non-exempt  
Probation: 12 months

### LEGAL ASSISTANT

#### **DEFINITION**

Under general supervision, performs legal assistant and clerical duties for various departments; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of clerical experience, one of which was performing legal assistant work; OR an equivalent combination of related education and experience.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform legal assistant and clerical work; type, proofread and verify a wide variety of reports, correspondence, forms, pleadings, petitions, summonses, releases, affidavits, warrants, transcripts, briefs, motions, jury instructions, resolutions, ordinances, notices and contracts from rough draft, verbal instructions or transcribing recordings using various software; compose routine letters and reports as assigned; and prepare and release discovery as directed.

Coordinate legal activities with judicial and penal systems, appropriate attorneys, and other interested parties.

Prepare, verify, and review legal documents, forms and reports for completeness and conformance with established regulations, policies, and procedures; complete a variety of forms.

Open and maintain case files; create, locate, copy, or scan files.

Maintain accurate and detailed calendar of events, meetings, due dates, and schedules as they relate to assigned areas; arrange and schedule a variety of meetings and court appearances; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings and hearings; take and prepare minutes.

Arrange travel itineraries and accommodations; verify expenses; prepare vouchers for reimbursement checks.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintain and update confidential files.

Receive, open, review, sort, date stamp and distribute office mail; review correspondence directed to assigned staff; prepare written responses as assigned.

Write summaries and reports as assigned; perform routine research; assemble and categorize case materials for trial.

Assemble packets of information and data-gathering materials for assigned area; duplicate, collate and distribute materials.

May process monetary payments and post to appropriate accounts.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Countywide and departmental policies and procedures.

Jurisdictional practices and format of pleadings and legal forms.

Terms and acronyms commonly used in assigned function.

Laws, rules, and regulations that apply to the assigned function.

Digital data storage and/or case management systems.

#### **Ability to:**

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Legal terminology and the forms and documents used in legal assistant and clerical work.

Legal procedures and practices involved in processing and filing a variety of legal documents.

Principles and practices of professional business correspondence, data entry, and documentation to include minute taking and preparation.

Methods and techniques of record keeping.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Modern office procedures, methods, and equipment.

Basic mathematical principles.

Basic research techniques.

#### **Ability to:**

Complete and maintain accurate records.

Write clear and concise correspondence and reports.

Verify accuracy and completeness of submitted documents.

Use a variety of computer software.

Operate modern office equipment including computer equipment and scanners.

Type and enter data at a speed necessary for successful job performance.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Maintain confidentiality of sensitive information and data.

Work cooperatively with other departments, County officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

A typing test may be required at time of interview. Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, calculators, and FAX machines.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*