

Code: 1184

Title: LEGAL ASSISTANT

SUMMARY: Performs paraprofessional legal work assisting lawyers in case preparation and the coordination of case activities from initial assignments to their conclusion .

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Compiles, coordinates, summarizes and analyzes case information throughout all phases of case administration;
Reviews and analyzes statutes and case law decision for precedents and case applicability;
Reviews research, analyzes case documentation and develops recommendations for case administration;
Establishes case files and organizes records and documentation to ensure a basic flow of facts;
Drafts motions, interrogatories, arguments, briefs, options, petitions, changes of plea and other legal documents;
Reviews and verifies case documentation for completeness and accuracy of information;
Coordinates discovery activities, including the identification and compilation of all pertinent case documentation;
Records and monitors case activities for compliance with legal time constraints;
Summarizes depositions, interviews, interrogatories and other case documents to assist attorneys with case handling;
Interviews witnesses, complainants and civil defendants to obtain or clarify case preparation information and participates in attorney discussion of the case;
Evaluates claims against estates, recommends appropriate action and coordinates handling of fiduciary matters;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Acts as liaison for attorney to the court, law enforcement agencies, various county departments, clients and the general public.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal terminology;
- procedures, functions and interrelationships of civil or criminal justice system;
- civil, criminal or probate court proceeding;
- procedures and providing assistance to lawyers;
- methods of legal research and drafting legal documents;
- legal time constraints and deadlines imposed by law;
- interviewing techniques and procedures;
- State civil, criminal or probate law;
- legal ethics.

Skill in:

- understanding and applying legal terminology;
- performing legal research, assessing and organizing findings and preparing reports;
- drafting legal opinions and briefs;
- analyzing facts and applying legal principles;
- establishing and maintaining effective working relationships with others;

- communicating effectively;
- exercising good judgment and applying legal ethics in making decisions.

MINIMUM QUALIFICATIONS: EITHER:

(1) An Associate's Degree or a certificate of completion from an accredited college or technical school as a Legal Assistant or Paralegal.

OR:

(2) Two years of experience in a legal setting under direction of an attorney involving specifically-delegated legal work coordinating and analyzing case information in a manner consistent with legal assistant duties.

OTHER REQUIREMENTS:

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.