

Code: 1185

Title: LEGAL ASSISTANT SPECIALIST

SUMMARY: Performs paraprofessional legal work coordinating case preparation from inception to conclusion in specialized legal areas. Requires a level of independence and responsibility for making decisions within a specialty area. This classification is differentiated from the Legal Assistant classification by its focus on a specialized area.

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

Manages and maintains an assigned caseload;
Analyzes case information and initiates appropriate action to start legal proceedings in a specialty area;
Researches, processes and recommends action in a specialty area;
Makes decisions involving the direction a case will take and resolves issues;
Drafts complex and original legal documents used in a specialty area;
Coordinates, monitors and makes recommendations on the administration of assigned cases in a specialty area;
Notifies all interested parties and acts as liaison through resolution of a case;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Coordinates or obtains documentation from other governmental agencies that may be required in administration of a case;
Maintains current knowledge of laws, rules, regulations and relevant legislation in Arizona and other states as they apply to a specialty area/assigned case.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal terminology;
- statutes, codes, case laws procedures, functions and interrelationships of assigned/specialty area;
- legal time constraints and deadlines imposed by law;
- methods of legal research and drafting legal documents;
- legal ethics;
- interviewing techniques and procedures.

Skill in:

- analyzing case information and making effective recommendations for case administration;
- performing legal research, assessing and organizing findings;
- drafting documentation for legal processing;
- exercising good judgment and applying legal ethics in making independent decisions;
- establishing and maintaining effective working relationships with others;
- communicating and responding effectively with other governmental agencies and the public.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) An Associate's Degree or certificate of completion from an accredited school as a Legal Assistant or Paralegal and two years of experience as a legal assistant or paralegal.

OR:

(2) Two years of experience with Pima County as a Legal Assistant.

OR:

(3) 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:

Licenses and Certificates: Some positions may require Certified Legal Assistant (CLA) certification, as defined by the Appointing Authority at recruitment. Failure to obtain/maintain the required licensure may be grounds for termination.

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.

Pima County

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