

LEGAL ASSISTANT

CODES/PAY RANGE

Class Code: 1147

EEO Code: F

FLSA: N/E

Pay Range: 118

MAJOR FUNCTION

Specialized secretarial work in the County Attorney's Office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares legal pleadings and other documents as dictated by attorneys and files them in appropriate court. Prepares complaints and summons to be served on defendants and subpoenas for witnesses at trial. Prepares all legal papers pertaining to court hearings, depositions, satisfactions of liens, final judgements, notices, and motions.

Composes and prepares correspondence concerning litigation matters. Prepares litigation files.

Keeps legal library in order and up to date.

Performs other secretarial duties such as opening and distributing mail, answering telephone, greeting public, answering questions, referring calls to proper attorney or division, setting up files, processing requisitions, preparing Council Agenda items, typing routine correspondence.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of court procedures, formats, and all legal documents involved with procedures. Knowledge of various courts involved and various pleadings required. Knowledge of court proceedings and filing of various legal documents. Knowledge of business and legal language. Knowledge of modern office practices.

Ability to prepare legal documents independently. Ability to use legal source documents and materials in legal library. Ability to type legal documents accurately. Ability to work with attorneys and other court personnel. Ability to organize priority of work projects without direction. Ability to take shorthand or some type of speed-writing.

(Legal Secretary continued)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and three (3) years of experience as a legal assistant.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal documents, statutes, abstracts, reports, memos, letters, contracts. Ability to perform basic mathematical functions. Ability to speak clearly and concisely relaying information, details and data to layman and professionals. Ability to write routine legal documents, correspondence, memos, etc.

Revised 10/03

Revised 10/94