

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: LEGAL ASSISTANT
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 02856
FLSA STATUS: N
DATE: 09/04 Rev. 2/07
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general direction, performs paraprofessional work functions in support of staff attorneys including: providing legal research, managing case files; assisting in litigation preparation; initiating, processing and recording various complex legal reports and orders; and performing other administrative functions.

DISTINGUISHING CHARACTERISTICS:

The Legal Assistant class is distinguished from the Legal Secretary series in that the latter is used primarily for the provision of legal secretarial support, whereas the Legal Assistant provides paraprofessional support to attorneys such as legal research and assisting in litigation preparation. In addition, Legal Assistant requires possession of a Paralegal Certificate.

SUPERVISION EXERCISED:

Legal Assistant may provide technical lead to Legal Secretaries and other clerical staff but does not exercise direct supervision.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Conducts legal research, including: reviewing legal opinions and court rulings; searching legislative history; investigating facts; and analyzing cases for appealable issues; summarizing depositions, medical records and other discovery.
- Drafts and prepares various complex legal documents such as: appeal briefs, chronologies from deposition testimony, summarizing of transcripts, interrogatories, summons, complaints, deposition notices, documents for litigation, requests for production, deposition notices, subpoenas, warrants, petitions, declarations, etc.; monitors documents through process, obtains signatures, files with court and/or distributes to parties.
- Contacts various agencies and organizations regarding releases of liens, case settlements, etc.
- Collects and maintains data for grants and other programs; generates reports and processes other related information.
- Logs reports from law enforcement agencies; enters information into the computer; searches for prior offenses; organizes information; forwards information to appropriate parties; and follows up, as needed.
- Receives, assembles and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; and files or forwards information, to include: copying reports; requesting needed information; calculating costs; balancing money and receipts; and documenting all actions.
- Transcribes legal documents from written and tape-recorded sources and copies, distributes and/or files same.
- Answers various inquiries; explains policies and procedures; arranges appointments; and processes routine matters independently.
- Provides reference service to other departments.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Video/Audio Copier
Microfiche Machine
West Law/Lexis

Typewriter
Cassette Duplicator
CLETS

General Office Equipment
Transcription Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college; AND three years of experience performing general office duties in

a legal office environment that included typing, filing, and transcribing information; or, an equivalent combination of training and education.

Licenses and Certifications:

Paralegal Certificate

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Various legal documents and terminology.
- State and federal civil procedures, court rules and litigation process.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- Computer applications and hardware related to the performance of the essential functions of the job.
- General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Skill in:

- Conducting legal research on computer and in law library.
- Analyzing and resolving administrative situations and problems.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Typing from rough draft or printed text at a speed sufficient to perform the duties of the job.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating clearly and effectively, both orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines.

Mental and Physical Abilities:

- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Draft legal documents from tapes and handwritten information and type correspondence.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 40 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.