



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Legal Assistant	Legal Services	Executive Director of Legal Services

<b>Position No:</b> 77311	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N03	<b>Date Approved:</b> 10/22/13
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 6/6/17

<b>JOB GOAL</b>
This position performs highly responsible and complex legal assistant duties for the Legal Department. Job assignments include a variety of duties related specifically to confidential legal matters such as document review, preparation and processing and duties related to non-legal matters such as secretarial, clerical and administrative duties all of which require independent judgment, initiative, organization and application of knowledge, skills and abilities which have been acquired through considerable relevant experience.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School diploma or equivalent.</li> <li>2. A minimum of two years of experience as a legal secretary/legal assistant or equivalent combination of training and legal support experience.</li> <li>3. Knowledge of office practices, procedures, bookkeeping and management.</li> <li>4. Proficient in business and legal terminology, usage, grammar and spelling.</li> <li>5. Knowledge of rules of procedure and courthouse processes for administrative and civil court matters.</li> <li>6. High level of computer literacy with a variety of productivity, support and research related programs.</li> <li>7. Ability to work with diverse groups and to effectively communicate both verbally and in writing.</li> <li>8. T.A.B.E. test required.</li> <li>9. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Provides legal assistant support for the Executive Director of Legal Services and for the Associate Attorney.</li> <li>2. Provides general secretarial support for the Executive Director and Associate Attorney, including but not limited to, typing, copying, filing, processing mail, ordering office supplies, receiving and screening calls, making travel arrangements, maintaining the Department's budget, scheduling meetings and appointments, and coordinating with other staff throughout the District.</li> <li>3. Coordinates the receipt, review and follow up of all matters that come into the office for action.</li> <li>4. Maintains a working knowledge of the District's computer systems and programs and works closely with ITS to maintain and periodically upgrade all office equipment in the Department and to address operational issues promptly.</li> <li>5. Prepares and processes documents and pleadings requiring knowledge of legal terminology, format, rules, procedures and processes.</li> <li>6. Obtains, gathers, and organizes pertinent information and data for the Department's use in providing legal assistance and in preparing legal documents and opinions.</li> <li>7. Maintains docket control system to ensure that all legal actions and deadlines are met; assists with trial preparation.</li> </ol>

8. Researches, assembles and summarizes information for reports generated by the Department.
9. Furnishes information to the public and responds to inquiries not requiring research or technical knowledge.
10. Perform tasks in a timely and efficient manner.
11. Perform tasks with a high standard of quality.
12. Perform other duties as assigned by the Executive Director.

**PHYSICAL DEMAND CLASS:**

Sedentary Light: (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.