



**PROPOSED NEW
CLASSIFICATION**

Senior Legal Assistant Classification Specification

JOB SUMMARY:

Under general direction, performs the most complex and specialized paraprofessional legal work 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; may oversee program/s unique to the department and performs other administrative functions as assigned.

DISTINGUISHING CHARACTERISTICS:

The Legal Assistant series is distinguished from the Legal Secretary series in that the latter is used primarily for the provision of legal secretarial support, whereas the Legal Assistants provide paraprofessional support to attorneys such as legal research and assisting in litigation preparation. Senior Legal Assistant is the advanced/lead-level paraprofessional classification in the Legal Assistant series. Incumbents work under minimal direction and exercise a high level of discretion and independent judgment. The Senior Legal Assistant is distinguished from the Legal Assistant by the performance of the most complex work and lead worker duties performed by the Senior Legal Assistant.

SUPERVISION EXERCISED:

Senior Legal Assistant acts in a lead capacity over other legal assistants, legal secretaries and/or other clerical staff but does not exercise direct supervision over staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following :)

- Conduct complex 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.
- Oversee complex legal programs, processes, or work units that may be unique to the department of assignment; including assisting with developing and implementing new programs / processes or changed programs / processes consistent with legislation or programmatic policy; coordinating related activities with other law enforcement and federal agencies; prepare detailed and complex financial records and other records.
- Provide lead direction, training, and work review; provides input into employee selection, evaluation, discipline, and work procedures.
- Set work priorities, coordinate and schedule assignments and establish goals and objectives.
- Draft and prepare 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. Ensure information is sufficient and accurate and identifies pertinent point of law or need for additional information.
- Contact various agencies and organizations regarding releases of liens, case settlements, etc.
- Collect and maintain data for grants and other programs; generate reports and processes other related information.
- Log reports from law enforcement agencies; enter information into the computer; search for prior offenses; organizes information; forward information to appropriate parties; and follow up, as needed.
- Receive, assemble and maintain files and other information related to court actions; update computer information; maintain court calendars by scheduling and reviewing court dates; and file or forward information, to include: copying reports; requesting needed information; calculating costs; balancing money and receipts; and documenting all actions.
- Transcribe legal documents from written and tape-recorded sources and copies, distribute and/or file same.
- Answer various inquiries; explain policies and procedures; arrange appointments; and process routine matters independently.
- Provide reference service to other departments.
- May provide training to Attorney staff consistent with areas of assignment.

- May serve as backup for other support positions within the department.
- Perform 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:

Two (2) years of progressively responsible experience as a Legal Assistant for Mendocino County, or the equivalent performing paralegal duties in support of practicing attorney/s in public or private legal office, within the preceding three (3) years;

Or,

A valid Paralegal Certificate, and two (2) years of experience performing duties as a paralegal in support of practicing attorney/s in public or private legal office, within the preceding three (3) years

Or,

A valid Paralegal Certificate and at least three (3) years of experience performing duties as a legal secretary in support of practicing attorney/s in a public or private legal office, within the preceding three (3) years;

Or,

A certificate of completion of an accredited paralegal program, or an Associate degree, or higher, from a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses, and, at least two (2) years of experience as a paralegal or three (3) years of experience as legal secretary, performing duties in support of practicing attorney/s in a public or private legal office, within the preceding three (3) years;

Or,

A juris doctorate degree, and six (6) months of experience performing law-related research, or paraprofessional or paralegal duties in support of practicing attorney/s in public or private legal office, within the preceding three (3) years.

Licenses and Certifications:

Paralegal Certificate is highly desired, but not required unless used to qualify for this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of legal office terminology, processes, procedures, and the format for legal documents.
- State and federal civil/criminal procedures, court rules and litigation process.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Methods and techniques of legal research, discovery, fact investigation, and standard legal reference materials.
- Correct English usage, including structure, content, 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.
- Modern general office procedures, policies and practices.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Skill in:

- Utilizing a variety of resources for the purpose of conducting legal research and investigation.
- Analyzing and resolving administrative situations and problems.
- Exercising initiative, tact, discretion, and sound independent judgment within established policy guidelines and legal constraints.
- Provide staff leadership and work direction; train staff in work procedures.
- Coordinate multiple projects/assignments to meet critical deadlines; manage competing priorities.
- 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:

- Understand, interpret and apply pertinent laws, codes, ordinances, regulations, legal documents, policies and procedures, and other correspondence.
- Use logic and reasoning to conduct sound analysis and make effective recommendations for alternative solutions, conclusions, or approaches to problems.
- 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, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck, objects weighing up to 25 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.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

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.

CLASS TITLE: Senior Legal Assistant
CLASS CODE: TBD
DEPARTMENT: Various
REPORTS TO: Various
FLSA STATUS: N
CIVIL SERVICE: YES
BARGAINING UNIT: SEIU or Confidential
ADOPTED: Civil Service Commission: 8/21/19

History Notes:

