

# Legal Assistant



## General Summary of Classification:

Performs a wide array of administrative duties in support of attorneys and legal processes, transactions, litigation and other activities handled in the County Attorney's Office or the Commonwealth Attorney's office; cross-trains and provides back-up support as needed; may provide support and assistance to paralegal staff as assigned; performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- May be required to prepare, proofread, process and maintain a wide array of legal papers, correspondence, documents and files in various stages of the legal process which may include but is not limited to summonses, subpoenas, complaints, indictments, arraignments, briefs, motions, pretrial agreements, affidavits, transcripts, writs, appeals, jury lists, docket schedules, etc. and assist with trial preparations and related processes as assigned;
- May be required to prepare, proofread, organize and maintain a wide array of legal documents, agreements, leases, contracts, correspondence and files in support of the departments' transactions, operations, regulatory and compliance matters, etc. and circulate the documents for necessary reviews, approvals and signatures;
- Collects, compiles and verifies related information, files, reports and other types of records and documentation from various relevant sources and the courts and distributes to assigned attorneys and other relevant stakeholders;
- Collects, compiles, enters, updates, maintains and manages data and files in various paper and electronic formats/systems;
- Serves as a point of contact for County departments and other stakeholders interacting with assigned attorneys, may handle calls, correspondence, schedules and logistics, and supports critical attorney/client and other stakeholder relationships;
- Builds and maintains professional working relationships with assigned attorneys, department staff, County staff in various departments relevant to assigned duties, and with other relevant participants and stakeholders;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge and understanding of substantive law and procedural law and related legal terminology, procedures, documents, papers, agreements, contracts, negotiations, etc.; excellent multitasking skills; ability to accurately analyze, prepare, organize and maintain an array of legal documents and information in paper and electronic formats; sound working knowledge of legal documents and processes with the demonstrated ability to accurately prepare drafts of a wide variety of legal documents; excellent time management and attention to detail. May require a working knowledge of civil and/or criminal procedure.
- **Technical:** Consistently accurate and proficient using a computer and typical business software, proprietary software and applications, electronic records, various technologies and office equipment required to complete assigned tasks.
- **Interpersonal, Communication and Customer Service;** Critical to have effective multitasking skills to support multiple attorneys, legal processes and heavy workloads and to appropriately manage large amounts of data, documents and competing deadlines; discretion and tact with the demonstrated ability to listen effectively and to communicate and interact professionally with diverse populations of relevant stakeholders; ability to communicate clearly and concisely, verbally and written, with a diverse array of stakeholders; excellent collaborative skills to work independently and as part of a team.
- **Decision-making and Authority:** Collaborates with attorneys, department staff, and a diverse array of stakeholders with competing priorities; successfully manages own heavy workload to meet assigned and competing deadlines in potentially high stress environments; strictly maintains duty related confidentiality & adheres to time sensitive requirements.
- **Leadership:** Non-supervisory. Serves as a primary point of contact for assigned attorneys. May serve as a point of contact for court docket schedules, court personnel, witnesses, citizens, opposing counsel, other internal & external stakeholders.
- **Environment:** Routinely works in office, conference room and/or court room settings, as well as other locations as needed to perform assigned job duties. Routinely works in busy and/or high stress environments.
- **Physical:** Visual and hearing acuity sufficient to engage in effective collaborations, provide accurate information and effective support to attorneys as well as other related stakeholders. Physical ability sufficient to prepare, lift, carry and otherwise move work-related materials & perform assigned duties in various duty-related settings as needed.

## Minimum Education and Experience:

**Education:** High school diploma with studies, legal training or program coursework with a relevant legal focus preferred;

**Experience:** Two (2) years of relevant experience as a legal assistant, preferably supporting attorneys;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations and may be required to work a flexible schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.