

# Legal Assistant, Senior



## -General Summary of Classification:

Performs an array of routine and complex administrative duties in support of 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; routinely serves as a lead worker by training and providing guidance and assistance to legal assistants; routinely provides specialized support and assistance to paralegal staff as well as assigned attorneys; 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.*

- Proficiently performs all the job duties routinely assigned to Legal Assistants in the assigned department plus routinely assists supervisor with staff related duties such as providing training, guidance and assistance to other legal assistants;
- Performs the most complex specialized administrative duties to support assigned attorneys, litigation, contracts, agreements, transactions, processes, courts or County departments, and serves as a primary point of contact for stakeholders interacting with assigned attorneys;
- Builds and maintains professional working relationships with assigned attorneys, all department staff, and County staff in various departments relevant to assigned duties, and with other participants and stakeholders engaged in legal transactions and/or judicial processes handled in the assigned attorney's office;
- Performs other duties as assigned.

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

- **Occupation-specific:** Advanced working knowledge and understanding of substantive law and procedural law and related legal terminology, procedures, documents, papers, negotiations, agreements, contracts, courts, etc.; excellent multitasking and organization skills; excellent critical thinking and analytical skills; excellent time management and attention to detail; maintains and utilizes an advanced working knowledge of time-sensitive, complex, specialized processes to perform assigned duties. May require an advanced working knowledge of civil and/or criminal procedure.
- **Technical:** Proficiently uses all job-related technology, typical business software, proprietary software and applications, electronic records, and office equipment to manage communications and to prepare, organize and maintain a wide array of legal information, documents, files, schedules, etc. and to complete other assigned tasks.
- **Interpersonal, Communication and Customer Service;** Consistently effective multitasking skills; demonstrated ability to listen effectively, communicate accurately, clearly and concisely in verbal and written communications, and interact professionally and appropriately using discretion and tact with a diverse array of relevant stakeholders; excellent collaborative skills to work independently and as part of a team. Maintains excellent working relationships with and provides excellent customer service to assigned department or courts.
- **Decision-making and Authority:** Collaborates effectively with attorneys, department staff, and a diverse array of relevant stakeholders, which may include judicial staff, with competing priorities; appropriately manages own heavy workload to meet assigned and competing deadlines in potentially high stress environments; strictly adheres to time sensitive schedules, processes and procedures; strictly maintains duty related confidentiality and adheres to task-related requirements.
- **Leadership:** Non-supervisory. Routinely serves as lead worker by providing training, guidance, assistance and back-up support to legal assistants. Serves as the primary point of contact for assigned attorneys. May also serve as primary point of contact for court docket schedules, court personnel, witnesses, citizens, opposing counsel and other internal and external stakeholders as needed.
- **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 work 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, paralegals, other legal assistants, and other department staff, 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, training or program coursework with a relevant legal focus preferred;

**Experience:** Four (4) 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.