



LEGAL ASSISTANT

SCOPE OF WORK:

Individuals assigned to positions in this series provide technical support services to legal counsel.

DUTIES PERFORMED AT ALL LEVELS:

- Compose and prepare memoranda, opinions, motions, notices of hearings, orders, contracts, and pleadings.
- Ensure that documents are accurate and in proper form.
- Maintain files and law library by updating and renewing periodicals.
- File legal documents in accordance with rules of court.
- Compose letters in response to requests for information on laws.
- Draft and track legislative bills.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

LEGAL ASSISTANT I

0701

GRADE H

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide administrative assistance in the preparation of legal documents for court cases or hearings.
- Prepare standard legal documents.
- Create and maintain legal aids such as legal opinion files or a legal brief bank and glossary.
- Assist legal counsel by ensuring that legal correspondence, court filings, and court appearances are scheduled and processed within relevant deadlines.

MINIMUM QUALIFICATIONS:

Requires the completion of two years of college in pre-law or legal assistance and two years of legal research analysis work experience. Additional work experience as specified may substitute for the educational requirement on a year-for-year basis.

LEGAL ASSISTANT II
GRADE J

0702

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Identify and research legal issues.
- Draft administrative orders, including findings of fact and conclusions of law.
- Prepare and file certificates of record and appendices.
- Establish and process legal agreements.
- Assist legal counsel with hearing preparation by summarizing case files, contacting affected parties, conducting investigations, and ensuring that necessary documents are prepared and filed.
- May organize/schedule the work activities of a technical and clerical support staff.

MINIMUM QUALIFICATIONS:

Requires one of the following:

- completion of a bachelor's degree with a major in legal assistance or pre-law;
- completion of any bachelor's degree and a one or two-year legal assistance program;
- completion of any bachelor's degree and two years of legal research analysis work experience;
- completion of any bachelor's degree and Certified Legal Assistant (CLA) designation; or
- completion of a one or two-year legal assistance program, 5 years of legal research analysis experience, and Certified Legal Assistant (CLA) designation.

Eff. Date: 10/74

Rev: 4/79 - Created two levels

Rev: 4/87 - Changed format and minimum qualifications

Rev: 12/91 - Class reviewed. New format

Reviewed: 9/96 - Rewritten in current format

Rev: 12/11 – Clarified minimum qualifications

Rev: 5/12 – minimum qualifications revised for I level

Rev: 7/12 – Conversion to Hay System