



CLASS SPECIFICATION

Class Code: 60000102
Date Established: 06/1979
Last Reviewed: 07/2023
Last Revised: 08/2023
Last Title Change: 08/2023
FLSA: non-exempt
Probation: 12 months

LEGAL ASSISTANT LEAD

DEFINITION

Under general supervision, performs legal assistant and clerical duties; provides lead direction to staff responsible for providing legal assistant and clerical support services; performs technical tasks relative to assigned areas of responsibility; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of legal assistant experience; OR an equivalent combination of related education and experience.

SUPERVISION EXERCISED

Exercises lead direction over legal assistant and clerical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Lead, plan and review the work of staff responsible for providing legal assistant and clerical support services.

Train assigned employees in work methods, techniques, use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and procedures.

Perform legal assistant and clerical work supporting the area of assignment; type and proofread a variety of reports, letters, memoranda, forms, pleadings, petitions, summonses, releases, affidavits, warrants, transcripts, briefs, motions, jury instructions, resolutions, ordinances, notices and contracts from rough draft, verbal instructions or transcribing recordings using various software; compose routine letters and reports as assigned.

Coordinate legal activities with judicial and penal systems, appropriate attorneys, and other interested parties.

Assist in the development of forms, worksheets and record keeping systems for the collection, dissemination, and maintenance of appropriate information.

Prepare, verify, and review forms and reports for completeness and conformance with established regulations, policies, and procedures; complete a variety of forms.

Open and maintain case files; create, locate, and copy files.

Maintain office law library; receive and process updated and new materials.

Arrange travel itineraries and accommodations; verify expenses; prepare vouchers for reimbursement checks.

Maintain accurate and detailed calendar of events, meetings, due dates and schedules as they relate to assigned areas; arrange and schedule a variety of meetings and court appearances; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings and hearings; take and prepare minutes.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules and regulations; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintain and update confidential files.

Receive, open, review, sort, date stamp and distribute office mail; review correspondence directed to assigned staff; write responses as directed.

Write summaries and reports as assigned; perform routine research; assemble and categorize case materials for trial.

Participate in maintaining supply levels; order, store and issue supplies and materials pertinent to the functions of assigned operational unit.

Assemble packets of information and data-gathering materials for assigned area; duplicate, collate and distribute materials.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide and departmental policies and procedures.

Laws, rules, and regulations that apply to the assigned function.

Jurisdictional practices and format of pleadings and legal forms.

Terms and acronyms commonly used in assigned function.

Operations, services, and activities of a legal assistant program.

Digital data storage and/or case management systems.

Ability to:

Plan, organize and review the work of legal assistant and clerical staff.

Provide training to assigned staff.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Legal terminology, the forms and documents used in legal assistant and clerical work.

Principles of lead direction and training.

Legal procedures involved in processing and filing a variety of legal documents.

Principles and practices of professional business correspondence, data entry, and documentation to include minute taking and preparation.

Techniques and methods of data collection, record keeping and report preparation.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Modern office procedures, methods, equipment, and software.

Basic mathematical principles.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Use independent judgment, initiative, and problem-solving skills in the application and follow through of decisions.

Complete and maintain accurate records.

Write clear and concise reports and correspondence.

Verify accuracy and completeness of submitted documents.

Use a variety of computer software.

Type and enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Maintain confidentiality of sensitive information and data.

Work cooperatively with other departments, County officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS: *(Essential duties require the following physical skills and work environment.)*

Typing test may be required at time of interview. Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, calculators, and FAX machines.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.