Legal Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LEGAL ASSISTANT I	3572	B16	$40,918 - $61,130
LEGAL ASSISTANT II	3574	B18	$45,521 - $71,055
LEGAL ASSISTANT III	3576	B20	$51,158 - $81,351
LEGAL ASSISTANT IV	3578	B22	$57,614 - $93,138
LEGAL ASSISTANT V	3580	B24	$65,104 - $106,634
LEGAL ASSISTANT VI	3582	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs legal assistant work involving researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management.

EXAMPLES OF WORK PERFORMED

Drafts and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.

Researches and analyzes sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.

Organizes service of subpoenas, service of notices of deposition, and preparation of other legal documents.

Reviews and organizes discovery requests.

Checks citations, quotations, footnotes, and references for accuracy.

Summarizes laws, rules, and regulations.

Files pleadings with courts.

Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls.

Reviews and performs redacting of confidential documents for filing with various courts.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within current or previous levels and may assist others in performing work of greater complexity.*

LEGAL ASSISTANT I: Performs routine (journey-level) legal assistant work. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others in performing job duties of greater complexity.

LEGAL ASSISTANT II: Performs moderately complex (journey-level) legal assistant work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level, may routinely assist others in performing job duties of greater complexity, and may:

- Assemble and prepare evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Schedule and prioritize attorney caseloads; organize case files; attend initial interviews and depositions; conduct investigations; and prepare chronologies, fact summaries, and witness files.
- Schedule and draft interrogatories and requests for production, admissions, and information.
- Review and redact confidential documents for filing with various courts.
- Meet with clients and others to discuss details of cases.
- Help respond to public information requests.
- Maintain current and historical files of statutory rule changes.

LEGAL ASSISTANT III: Performs complex (journey-level) legal assistant work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Prepare synopses, abstracts, or summaries of complex legal issues.
- Prepare attorneys for meetings with complainants, witnesses, and expert witnesses.
- Draft and respond to correspondence and opinion requests involving legal interpretations and decisions.

***Note:** A senior-level employee (levels IV-VI) may serve in a lead or supervisor role; however, typically, supervisory responsibilities within this job classification series will be found at levels V or VI. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate and/or oversee that work for others. Factors that*

may distinguish between senior levels include the scope of responsibility, oversight, and authority; and the nature, complexity, scope and impact of the work performed.

LEGAL ASSISTANT IV: Performs highly complex (senior-level) legal assistant work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Conduct statistical, documentary, and investigatory research.
- Review and organize substantial discovery requests involving oversight reviews and relativity determination.

LEGAL ASSISTANT V: Performs advanced (senior-level) legal assistant work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor and interpret changes in laws and regulations that impact legal cases, advising attorneys on potential implications.
- Draft cost analyses and bill summaries for proposed legislation, and track and analyze relevant legislation.

LEGAL ASSISTANT VI (Added 9-1-25): Performs highly advanced (senior-level) legal assistant work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may oversee or work on the most complex or highest-profile legal matters or projects.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal terminology; state and federal laws, rules, and regulations; research methods and techniques; administrative and court procedures; the legislative process; and public notice requirements.

- Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.

- Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; and to communicate effectively.

Additional for Legal Assistant V–VI levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a legal assistant.