



Legal Assistant I

Salary Group: B15
Class Code: 3572

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LEGAL ASSISTANT I	3572	B15	\$32,976 - \$52,045
LEGAL ASSISTANT II	3574	B17	\$36,976 - \$58,399
LEGAL ASSISTANT III	3576	B19	\$42,244 - \$68,960
LEGAL ASSISTANT IV	3578	B21	\$48,278 - \$78,953
LEGAL ASSISTANT V	3580	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs routine (journey-level) legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

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

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

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.

Assists in scheduling and prioritizing attorney caseloads; organizing case files; attending initial interviews and depositions; conducting investigations; and preparing chronologies, fact summaries, and witness files.

Assists in scheduling and drafting interrogatories, requests for production, requests for admissions, and requests for information.

Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in legal proceedings.

May meet with clients and others to discuss details of cases.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal assistance work. Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a legal assistant.