



# Legal Assistant II

Salary Group: B17  
Class Code: 3574

<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
<b>LEGAL ASSISTANT II</b>	<b>3574</b>	<b>B17</b>	<b>\$36,976 - \$58,399</b>
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 complex (journey-level) legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management. Works under general supervision, with moderate 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 and notices of deposition, and the preparation of other legal documents.

Assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.

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

Summarizes laws, rules, and regulations.

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

Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.

Schedules and drafts interrogatories, requests for production, requests for admissions, and requests for information.

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

Meets with clients and others to discuss details of cases.

Assists in drafting cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.

Assists in responding to public information requests.

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.