



# Legal Assistant IV

Salary Group: B21

Class Code: 3578

<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
<b>LEGAL ASSISTANT IV</b>	<b>3578</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
LEGAL ASSISTANT V	3580	B23	\$55,184 - \$90,393

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information.

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

Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.

Prepares synopses, abstracts, or summaries of complex legal issues.

Prepares attorneys for meetings with complainants, witnesses, and expert witnesses.

Conducts statistical, documentary, and investigatory research.

Drafts and responds to correspondence and opinion requests involving legal interpretations and decisions.

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

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

Assists in responding to public information requests.

May draft cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.

May supervise the work of others.

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; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a legal assistant.