



Legal Assistant V

Salary Group: B23

Class Code: 3580

<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 highly advanced and/or supervisory (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

Oversees and/or coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information.

Oversees and/or coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.

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

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

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.

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

Assists in coordinating and responding to public information requests.

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.