

**CLASS TITLE:                   LEGAL ASSISTANT**

**Class Code: 02461400**  
**Pay Grade: 19A**  
**EO Code: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior by relieving him/her of routine and reoccurring supervisory and administrative duties and responsibilities associated with support and maintenance of an extensive legal services division; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general supervision from the Assistant Director and Chief Legal Counsel with latitude for the exercise of initiative and independent judgement.

**SUPERVISION EXERCISED:** Supervises and reviews the work of paralegal aides and clerical employees engaged in performing administrative, clerical, typing and fiscal tasks.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior by relieving him/her of routine and reoccurring supervisory and administrative duties and responsibilities associated with support and maintenance of an extensive legal services division.

To plan, organize and supervise the office activities of a legal services division including the coordination of the office, clerical and paralegal work among other employees in the legal services division.

To be responsible for the performance and supervision of a variety of legal assistant duties directly related to the support and maintenance of an extensive legal services program within the agency.

To be responsible for planning and organizing the clerical and administrative work for a large staff of attorneys.

To supervise, plan, train and review the work of a staff including, but not limited to, paralegal aides, clerks and student interns.

To maintain a law library which includes the purchase of new books, the circulation of materials to attorneys and the updating of books and periodicals in a timely fashion.

When authorized, to contact representatives from other legal service divisions within other state agencies, state and federal courts, the Attorney General's office, and private law offices regarding legal matters being handled by the agency.

To work with other state and private law offices in carrying out various duties under the purview of a supervisor.

To represent the division at meetings with other divisions, department and agencies as required.

To be responsible for planning staffing requirements and needs.

To be responsible for the management of the division's budgetary expenditures.

To supervise case controls and the preparation of legal forms, to maintain motion calendars, formal and special cause calendars, and trial calendars.

To prepare draft pleading and correspondence during the course of official duties.

To prepare proposed legislation for the various divisions within the state department or agency.

To work efficiently and unsupervised in a fast-paced highly charged atmosphere while dealing with complex issues, superior court, supreme court, federal court and Administrative Adjudication deadlines.

To direct the media on highly charged political issues as they occur.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices associated with the management of an extensive environmental legal services division; a knowledge of legal practices and procedures associated with the cases handled by the legal services division of a law agency; the ability to plan, organize and supervise the work of others involved in carrying out the clerical and paralegal duties associated with a legal services division; the ability to prepare a wide variety of legal documents; the ability to prepare important legal correspondence; the ability to communicate effectively with lawyers, paralegal and clerical staff in other state and private law offices regarding legal cases of mutual concern; the ability to supervise, review and evaluate the work of paralegal aides and clerical staff; the ability to handle important correspondence and routine personnel contacts; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school supplemented by various professional courses/seminars related to legal issues, supervisory procedures and management information systems; and,

Experience: Such as may have been gained through: extensive employment in a legal office performing diverse legal assistant/administrative assistant duties relative to law in comprehensive legal services/state regulatory program, which includes supervision and management of an extensive support staff and the preparation of legal documents.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 19, 1993

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