

Legal Assistant

Job Code	Job Title	Pay Grade
4093D3	Legal Assistant	25

CONCEPT:

This is para-professional and clerical legal work. Work involves performing a variety of para-professional legal and clerical duties as assigned by licensed attorneys in legal matters of a state agency. Work includes performing legal research or investigating facts for attorneys; maintenance of a calendar system; preparation of standard motions, orders and pleadings; preparation of standard discovery documents; and para-professional trial assistance in litigation; and writing opinions on researched legal cases and reports as to their pertinence in specific situations.

TASKS:

- Searches for, interprets, and applies laws, court decisions, and other legal authority for the preparation of briefs, pleadings, indictments, and other legal papers in connection with legal proceedings.
- Drafts tentative legal documents and reports for review, approval and use of professional attorneys; compiles administrative transcripts; researches proposed legislation; and maintains law library.
- Compiles information and prepares motions, orders and pleading with special contents as requested by attorneys; maintains and updates case files. Drafts discovery documents for attorneys' review. Prepares jury instructions for attorneys' review.
- Schedules witnesses to appear; interviews witnesses and provides summary to attorneys; briefs witness on court proceedings prior to appearances.
- Coordinates subpoena process by completing the content of subpoenas, obtaining documents needed to accompany subpoenas, and assuring that subpoenas are served in a timely manner.
- Compiles information needed and prepares trial notebooks; assists in coordination of exhibit preparation; attends hearings and trials and takes notes for attorneys.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: Six months experience as a legal assistant, paralegal or legal secretary. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24