

LEGAL ADMINISTRATIVE ASSISTANT

I. KIND AND LEVEL OF WORK

Administrative and technical legal support work.

II. DISTINGUISHING CHARACTERISTICS

Under general supervision, keys, proofreads, edits and formats legal and other complex documents that support the work of attorneys and legal staff; researches legal cites; opens, organizes and maintains legal files, closes and prepares files for records retention; creates and prepares charts, presentations, spreadsheets, databases; makes travel arrangements; performs related work as required.

Legal documents include, but are not limited to: legal pleadings, briefs, appellate court notices and motions, memoranda of law, legislation, transcripts, delegation orders, correspondence, search warrants, complaints, memos, charts, service letters and affidavits of service.

This class differs from the Legal Secretary Senior because positions in that class provide lead functions to include mentoring and training staff, assessing and re-assigning workloads, and serving as technical experts on word processing and other software used in work processes.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Transcribes diverse legal documents, letters and memoranda from dictation equipment, handwritten copy, or keyed drafts so that final documents are correctly formatted, well written and appropriately referenced by using advanced features of word processing applications, and by applying knowledge of standard legal formats, legal terminology and citations, business English, grammar, punctuation and spelling.
- Formats legal documents and records so that they are in accordance with court procedures and office specifications by coding, formatting and editing statutes, rules and case citations, creating the table of contents and table of authorities; copying and binding briefs according to rules of the applicable court; opening litigation files; creating docket files; organizing and maintaining pleadings registers, logs and court calendars; maintaining a chronological file for assigned attorney(s) and preparing summary reports on the status of cases.
- Researches information for documents and records so that references are identified and citations are accurate by locating and copying cases from the Law Library or on-line legal reference systems and by verifying citations using the Bluebook or other legal reference materials.
- Facilitates the administration of legal proceedings and meetings so that cases may proceed appropriately by communicating orally with court personnel, attorneys, clients, victims, witnesses and the public regarding case matters; by scheduling and arranging proceedings and meetings; by maintaining calendars, arranging for court reporters, preparing meeting materials, making travel arrangements and confirmations with all parties.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal terminology, legal citation, business English, grammar and spelling sufficient to identify and correct errors in legal documents.
- The format of legal documents, legal citations, signature blocks, table of contents and table of authorities sufficient to create legal documents according to document type and court requirements, and to recognize the meaning and significance of legal documents and terminology.
- Law Library, legal reference books and on-line Internet resources sufficient to locate research material and verify legal citations and quotations.
- Judicial system and court proceedings sufficient to properly prepare and mail/deliver legal documents, and to schedule and arrange court proceedings.
- General office practices and procedures sufficient to develop and improve good work habits, practices and procedures.

Skill in:

- Typing/keying a required speed of 55 words per minute.

Ability to:

- Transcribe dictation, legal and/or technical text, while meeting strict court deadlines and responding to heavy volume.
- Utilize software programs and features for the production of legal and non-legal documents, presentations, charts, databases and/or spreadsheets sufficient to make edits or changes that improve the final work product and to complete error-free documents in a timely manner.
- Read and understand complex written and oral instructions with minimal guidance sufficient to complete work assignments.
- Prioritize multiple projects and cases sufficient to manage progress on each and meet applicable deadlines.
- Organize and schedule meetings, hearings and other legal proceedings.
- Compose or draft simple affidavits, complaints, motions, deeds and other legal documents.
- Deal effectively with a diverse clientele including staff attorneys, executives, client agencies, court personnel, opposing counsel, the public, and co-workers.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

Not applicable.

SPECIAL WORK CONDITIONS

Not applicable.

REFERENCES

Former title(s): Legal Stenographer, 10/17/1968
Office and Administrative Specialist Senior, 07/31/1997
Legal Secretary, 07/31/2024

REVISION HISTORY

Established 09/09/1940

Revised 05/18/2001