CLASS TITLE: LEGAL OFFICE ASSISTANT I

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of clerical duties in an assigned legal office; prepare, process, record and file legal forms and documents; provide clerical support and assistance to legal staff.

DISTINGUISHING CHARACTERISTICS:
Legal Office Assistant I incumbents perform a variety of clerical duties and are assigned to the office of the Public Defender, District Attorney, County Counsel or County Clerk. Assignments typically involve the maintenance of legal records and require training and experience in legal procedures. Legal Office Assistant II incumbents perform more complex duties requiring more extensive knowledge of civil litigation, criminal prosecution and related legal procedures of the office to which assigned and provide work direction and guidance to other office personnel as assigned.

REPRESENTATIVE DUTIES:
Prepare and maintain accurate and complete legal case files in accordance with established guidelines; maintain and duplicate documents as appropriate.

Maintain accurate and efficient filing system; refile materials according to established procedures; pull files in readiness for court proceedings.

Receive and greet clients, complainants, witnesses, the public and others; provide assistance as appropriate; provide information concerning legal documents, forms and legal procedures.

Prepare legal documents and perform research as directed; review case reports; contact witnesses and verify information.

Maintain assigned records in the County Clerk's Office including probate, civil, criminal and appeal records; assist the public in processing passports, marriage licenses and fictitious business names; collect and record fees as appropriate.

Coordinate and schedule appointments for legal staff; maintain current and accurate calendars; determine time constraints and maintain time lines.

Prepare and type legal documents including pleadings, complaints, search warrants, stipulations, subpoenas and other documents related to the assignment.

Prepare, type, process and record a variety of legal documents in accordance with established legal requirements, time lines and regulations.

Operate a variety of office equipment including a computer terminal, dictation equipment, typewriter, telephone system, copier and calculator.

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Request and receive discovery materials; date-stamp materials, pull files and deliver to legal staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Legal terminology, forms and procedures.
- Court systems and legal proceedings.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer terminal and other office machines.
- Alpha and numeric filing systems.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Perform legal clerical duties in support of professional legal staff.
- Prepare effective communication on routine matters.
- Learn, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish priorities and work within legally mandated time frames.
- Process and prepare legal documents and instruments.
- Communicate effectively both orally and in writing.
- Conduct research and compile information.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Maintain records and prepare case files and reports.
- Type at 40 words net per minute from clear copy.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer terminal and other office machines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: one year of clerical experience in a law office.

**WORKING CONDITIONS:**

Legal office environment.

Physical abilities required include sitting and standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and office equipment, walking to deliver documents, climbing stairs and ladders, pulling, pushing, and reaching to maintain files, bending at the waist, and hearing and speaking to administer oaths and provide information to others, seeing to read documents, lifting objects weighing up to 20 pounds.

Incumbents may be exposed to dissatisfied or abusive individuals.

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CLASS TITLE: LEGAL OFFICE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and paralegal duties requiring knowledge of the judicial system and the activities, procedures and documents used in an assigned legal office; prepare, process, record and file legal forms and documents; provide clerical support and assistance to legal staff.

DISTINGUISHING CHARACTERISTICS:

Legal Office Assistant II incumbents perform complex duties requiring more extensive knowledge of civil litigation, criminal prosecution and related legal procedures of the office to which assigned and provide work direction and guidance to other office personnel as assigned. Legal Office Assistant I incumbents perform a variety of clerical duties and are assigned to the office of the Public Defender, District Attorney, County Counsel or County Clerk. Assignments typically involve the maintenance of legal records and require training and experience in legal procedures.

REPRESENTATIVE DUTIES:

Perform complex and technical clerical duties in support of legal or judicial staff in an assigned County office.

Review legal documents, court records and other materials; assure conformance to applicable laws and codes, departmental procedures and established time lines.

Prepare, type and process legal documents including pleadings, complaints, search warrants, motions, appeals, stipulations, writs of execution, subpoenas and other documents related to the assignment.

Coordinate and schedule appointments for legal staff; maintain current and accurate calendars; determine time constraints and maintain time lines.

Receive and greet clients, complainants, witnesses, the public and others; provide assistance and information as appropriate concerning sensitive legal issues and open cases; assure confidentiality of information as prescribed by law and departmental policies.

Train and provide work direction to clerical personnel as assigned; provide technical expertise concerning legal procedures and departmental operations.

Process probate, conservatorship and adoption cases in the County Clerk's office; receive, index, tally and file documents and materials; prepare and send appropriate notices and refer for court calendaring as required.

Prepare and maintain departmental statistical and financial records as assigned; review time sheets for payroll purposes; record expenditures and maintain current balances in assigned accounts.

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Take and transcribe dictation as required by the position.

Prepare and maintain accurate and complete legal case files in accordance with established guidelines; maintain and duplicate documents as appropriate; pull files in readiness for court proceedings.

Operate a variety of office equipment including a computer, dictation equipment, typewriter, telephone system, copier and calculator.

Open, sort, screen and route mail for legal or judicial staff; compose and type correspondence; format, type and edit reports and summaries as assigned.

Drive a vehicle to pick up and deliver supplies and materials as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Legal terminology, forms and procedures.
Laws, rules and regulations related to assigned activities.
Court systems and legal proceedings.
Legal office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer terminal and other office machines.
Alpha and numeric filing systems.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Perform complex and technical legal clerical duties in support of professional legal staff.
Compose and prepare effective communication on routine matters independently.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish priorities and work within legally mandated time frames.
Process and prepare legal documents and instruments.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Conduct research and compile information.
Perform clerical duties such as filing, duplications, typing and maintaining records.
Maintain financial and statistical records and prepare case files and reports.
Type at 45 words net per minute from clear copy.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Operate a computer terminal and other office machines.
Take and transcribe dictation as required by the position.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: course work in legal secretarial and office procedures and two years of increasingly responsible clerical experience in a law office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; some positions in this classification may be required to take and transcribe dictation.

WORKING CONDITIONS:

Legal office environment; subject to driving a vehicle to conduct work.

Physical abilities required include sitting and standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and office equipment, walking to deliver documents, climbing stairs and ladders, pulling, pushing, and reaching to maintain files, bending at the waist, and hearing and speaking to administer oaths and provide information to others, seeing to read documents, lifting objects weighing up to 20 pounds.

Incumbents may be exposed to dissatisfied or abusive individuals.