



Class Code: 04-2031
FLSA: Non-Exempt
EEO: 04
Bargaining Unit: 4
Revised: 10/2020

LEGAL ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs routine legal secretarial and administrative support duties for an assigned county department or for staff attorneys; gathers and prepares information; responds to public and staff contacts and concerns; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Legal Administrative Assistant class series. Incumbents perform a limited variety of routine legal, office, and administrative support work. Work assignments require a basic knowledge of legal terminology, legal documents, and legal procedures. This class is distinguished from Legal Administrative Assistant, Senior because incumbents in the latter class perform a broader scope of more complex legal support duties. Incumbents initially employed as a Legal Administrative Assistant may be promoted to Legal Administrative Assistant, Senior upon demonstration of sufficient work skills and knowledge, as well as sustained satisfactory work performance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory and/or management staff, depending on areas of work assignments. This is not a supervisory or lead class.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Learns and performs a variety of specialized legal secretarial and administrative support duties for an assigned county department or for staff attorneys.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns, and referring them to other staff as appropriate.
- Receives documents and referrals from courts and other agencies, passing them on to attorneys or other staff when needed.
- Learns and uses on-line, automated software systems for developing program information, records, and legal documents.
- Learns to prepare or assist with the preparation of routine legal documents such as motions, briefs, court orders, notices, subpoenas, affidavits, petitions, complaints, warrants, and abstracts of judgments.
- Checks and reviews information and documents for completeness and conformance with required formats and procedures.
- Calendars court appearances and maintains case logs for proceedings.
- Prepares files and information for court proceedings.
- Retrieves historical information from files, records, and computerized information systems; compiles information for records and reports; completes reports required by other government agencies.
- Assists with the development of information requirements for assigned programs and services.
- Composes correspondence; types and/or uses word processing software to prepare reports, documents,

letters, forms, and other items; completes a variety of forms and documents.

- Assists with special projects.
- Prepares materials for meetings and conferences.
- Maintains inventories of office supplies and program material.
- Operates a computer and uses standard business software to maintain detailed records of activities and functions.
- May do basic research in assisting with the development of citations for cases and background information for court documents.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Legal terminology, documents, and procedures.
- Modern office methods, including filing and information retrieval systems.
- Good public relations techniques.
- File maintenance and information retrieval systems.
- Requirements for completing and filing legal documents.
- Computers and standard business software used in legal, office, and administrative support work.
- Correct English usage, grammar, spelling, and punctuation.
- Basic mathematics.

Ability to:

- Perform a variety of specialized legal office support, including secretarial and administrative detail work.
- Read, interpret, and apply a variety of county, department, and unit policies, procedures, and regulations applicable to the department and unit where assigned.
- Identify, prepare, and use a variety of legal documents and forms.
- Exercise good judgment in a variety of situations.
- Gather and organize data and information.
- Prepare and/or proofread a variety of letters, proclamations, resolutions, public relations materials, informational materials, and other written documents.
- Prepare clear, concise, and accurate reports.
- Operate and use office equipment, including a personal computer.
- Learn and use specialized software applicable to an assigned department's programs and functions.
- Type and/or use word processing software at an acceptable rate to meet work production requirements.
- Take dictation and/or notes at an appropriate rate for the job assignment and transcribe them accurately.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certification:

Possession of, or ability to obtain, a valid California driver's license.

Education and Experience:

Three (3) years of responsible office and administrative support work, including experience in a position requiring knowledge of legal terminology and procedures and substantial public contact.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.