

LEGAL ASSISTANT

JOB DESCRIPTION

Employees in this job function as professional legal assistants to Attorneys, Administrative Law Examiners, Administrative Law Specialists, or Prosecutor Training Coordinators.

There is one classification in this job.

Position Code Title – Legal Assistant-E

Legal Assistant P11

This is the experienced level. The employee, in a learning capacity, conducts a variety of research and analysis assignments, prepares legal or administrative hearings documents, and reviews of legislation pertinent to the work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs research and analysis of routine legal problems and issues.

Assists in the preparation of legal contracts, deeds, leases, and other legal papers of a routine nature.

Researches relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions of a routine nature or limited scope.

Performs preliminary work in the preparation of legal opinions.

Assists in the preparation of cases and hearings of a routine nature.

Conducts factual investigations of a limited scope.

Prepares correspondence and pleadings related to the work.

Updates legal publications and participates in the work associated with a law library.

Prepares case notes, head notes, and index entries describing agency's final decisions and orders.