



LEGAL ADMINISTRATIVE ANALYST

FC: LA115
PG: 6-SEIU

PC: 712
BU: 4
Created: 1988

DEFINITION

Under general supervision, provides both legal and general administrative assistance to the Associate General Counsel; directs and coordinates the work of departmental secretarial and clerical staff; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class provides varied professional level support to Legal Department staff. This support may be of an administrative nature, such as coordinating the preparation of the budget and coordinating the provision of outside services and supplies, or it may be specifically related to legal activities, such as assisting attorneys in the preparation of materials for trial. This class is distinguished from the management analyst classes in that the responsibilities require a knowledge of legal concepts and terminology.

EXAMPLES OF DUTIES

Coordinates the work of and provides work direction and review to Legal Department secretarial and clerical staff; assists in the selection and training of assigned staff; determines the need for and arranges for temporary secretarial support as required; coordinates the development of the annual budget for the department; monitors expenditures and prepares periodic variance reports; does preliminary legal research to assist attorneys; provides office administrative assistance to the Associate General Counsel; drafts simple pleadings from findings and brief notes; arranges for service of process and filing of papers in court; collects, organizes and monitors evidence and prepares exhibits for trial; summarizes, organizes, and indexes testimony, depositions and documentary materials; schedules and coordinates appearance dates for witnesses; develops and maintains work standards and procedures, including document and citation format; maintains and processes attendance and overtime records; coordinates the replacement or rental of office equipment, including researching and evaluating alternatives; orders and arranges for the delivery of office supplies and the repair of office equipment; provides general office support as required, such as preparing finished legal documents from notes or taped transcriptions, composing correspondence from brief notes or instructions, proofreading and editing materials and operating standard office equipment, including a word processor.

QUALIFICATIONS

Knowledge of:

Legal office procedures, terminology and document preparation. Basic legal research procedures. Basic supervisory principles and practices. Standard office administrative practices and procedures, including business letter writing and the operation of common office equipment, including a word processor. Record keeping, report preparation and filing methods. Correct English usage, including spelling, grammar, punctuation and vocabulary. Basic budgetary principles and practices.

Skill in:

Planning, assigning, directing, coordinating and reviewing the work of the legal secretarial staff. Researching cases, decisions and other materials in a legal library. Proofreading materials for accuracy and compliance with policies and procedures. Using initiative and independent judgement within established guidelines. Using tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work. Analyzing and resolving administrative situations and problems. Composing correspondence independently or from brief instructions. Typing at a rate of 50 net words per minute from printed copy. Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.

NOTE: Skill at taking dictation by hand or stenographic machine at a rate of 80 words per minute and transcribing it accurately is desirable.

A typical way of gaining the knowledge and skills outlined above is:

Any combination of college and experience equivalent to graduation from a four year college with major course work in business or public administration or a closely related field in addition to two years of professional analytical experience in a legal setting. Additional experience as outlined above may be substituted for the college education. Graduation from a four-year college is preferred.