



## **LEGAL ADMINISTRATIVE ASSISTANT**

FC: LA100  
PG: SEIU-05

PC: 711  
BU: 04  
April 1992

### **DEFINITION**

Under general supervision, provides paralegal and administrative assistance to a group of attorneys; directs and coordinates the work of a group of secretarial and clerical staff; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class provides varied professional and administrative support to a group of attorneys in the Legal Department. This support may be of an administrative nature, such as coordinating the provision of services and supplies, assisting in the preparation of the budget or it may be specifically related to legal activities as required.

### **EXAMPLES OF DUTIES**

1. Coordinates the work and provides work direction and review to a group of secretarial and clerical staff; assists in the training of assigned staff.
2. Assists in the preparation of reports, correspondence and directives.
3. Assists in the development of the budget for the group; monitors expenditures and prepares periodic budget reports.
4. Does preliminary legal research to assist attorneys
5. Provides office administrative assistance to attorneys; researches and compiles legal documents.
6. Provides litigation support or coordinates the work of others providing support or legal research.
7. Prepares attendance and overtime records. Orders and arranges for the delivery of office supplies and the repair of office supplies.
8. Organizes and maintains office files.
9. 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.

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 work processor; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation, and vocabulary.

Skill in:

Planning, assigning, directing, coordinating, and reviewing the work of legal secretarial and clerical 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 judgment within established guidelines; using tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work; 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.

#### MINIMUM QUALIFICATIONS

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. Experience in a legal environment or other work which will have provided the knowledge and skills outlined above may be substituted for the college education on a year-for-year basis. Graduation from a four year college is preferred.