

**OFFICE OF THE DEFENDER GENERAL  
JOB SPECIFICATIONS – LEGAL ASSISTANT I – PG18**

**Class Definition:**

Serves as a legal assistant responsible for supporting attorneys by providing a wide variety of technical, administrative and secretarial assistance. The work requires some knowledge of legal practices and procedures and computer skills. Work is performed under the direction of an attorney or other supervisor, but some independent work will be required. This is the entry level legal assistant position in state government. Work is performed under the general supervision of a Public Defender and is reviewed by the Defender General or his/her designee.

**Examples of Work:**

Assists with the preparation of legal documents using information from files, client agencies, court records and other sources. Helps to prepare basic legal documents such as legal notices, subpoenas and discovery materials. May e-file legal documents with the Judiciary. May help attorneys prepare for trials, hearings and negotiations by preparing exhibits, scheduling witnesses, communicating with client agencies, reviewing jury pools, and preparing exhibit and witness lists. Establishes and maintains a variety of files and sub files such as litigation files including pleading, witness, exhibit, court order and other sub files. Uses document management and other systems. Performs docketing duties such as opening, updating and closing cases using case management systems. Tracks filing, hearing and trial dates and maintains systems and calendars to remind attorneys of appointments and legal deadlines. May schedule depositions, court reporters, and experts. Performs administrative and secretarial duties including correspondence, telephone duties, filing, copying and public records management. Provides assistance to other staff as needed. Performs other related duties as required.

**Knowledge, Skills and Abilities Required:**

Basic knowledge of:

- Legal and legal office practices and procedures.
- Departmental policies and procedures.
- How to review legal documents and respond, advise or seek guidance.
- The principles of office management, including office practices, procedures and equipment.
- Record maintenance procedures.
- Microsoft Office programs and Adobe Acrobat DC.
- How to compose a variety of letters, memoranda, and reports on own initiative or from minimum instructions.

Basic ability to:

- Work independently on moderately complex administrative tasks.
- Correctly read, interpret and apply rules and regulations of considerable complexity.
- Accurately type material of a complex, technical or confidential nature at a reasonable rate of speed from rough copy and/or transcription machines.
- Exercise good judgment, courtesy and tact in carrying out assigned duties.
- Establish and maintain effective working relationships.
- Communicate effectively orally and in writing.

**Environmental Factors:**

Duties are typically performed in a normal office setting. Work at a word processing or data processing terminal or similar equipment is required. Pressure from deadlines and workload may occur. Ability to lift boxes up to 30 lbs. May require travel so valid driver's license is required.

**Preferred Qualifications:**

Associates degree or two or more years of full-time college coursework (or the equivalent) AND two (2) years or more of experience performing legal administrative duties.

OR bachelor's degree AND one (1) year or more of experience performing legal administrative duties.

OR paralegal certification AND two (2) years or more of experience performing legal administrative duties.

OR high school diploma or equivalent AND three (3) years or more of experience performing legal administrative duties.