

**OFFICE OF THE DEFENDER GENERAL
JOB SPECIFICATIONS – LEGAL ASSISTANT II – PG19**

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 intermediate level legal assistant position in the Office of the Defender General. 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. May represent clients at Department for Children and Families case reviews and meetings. May meet with clients to gather information. 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:

Proficient knowledge of:

- 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.

Proficiency in:

- Working independently on moderately complex administrative tasks.
- Correctly reading, interpreting and applying rules and regulations of considerable complexity.
- Accurately typing material of a complex, technical or confidential nature at a reasonable rate of speed from rough copy and/or a recording.

- Exercising good judgment, courtesy and tact in carrying out assigned duties.
- Establishing and maintaining effective working relationships.
- Communicating effectively both 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:

Associate's degree or two years of full-time college coursework (or the equivalent) AND three (3) years or more of experience performing legal administrative duties.

OR bachelor's degree AND two (2) years or more of experience performing legal administrative duties.

OR paralegal certification AND three (3) years or more of experience performing legal administrative duties.

OR high school diploma or equivalent AND five (4) years or more of experience performing legal administrative duties.