

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Legal Assistant	CLASS. CODE: 0058
DEPARTMENT:	Legal	FLSA: N
REPORTS TO:	Assistant City Attorney	DATE: 7/1/2002

Job Summary:

Provides administrative and clerical support to attorneys and other staff members in the department including, but not limited to, the preparation of correspondence, arranging meetings and court dates and assisting in civil and criminal trial preparation.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Assists attorneys in the collection and distribution of discovery documents. Summarizes, tracks and indexes all incoming documents for easy accessibility. Receives requests for copies of documents from outside attorneys, prepares documents for distribution and logs all documents supplied to outside attorneys.
2. Maintains confidential case files, follow up, and other essential legal records and files to assure that all pleadings are filed on a timely basis as prescribed by court rules, and that all court orders are complied with and that all letters are answered.
3. Maintains trial calendars for pending prosecution. Calculates and enters court deadlines, meetings and reminders in attorney's calendars.
4. Drafts legal documents, including pleadings, and correspondence from forms and information contained in case file. Composes original correspondence in accordance with standard procedures and legal requirements.
5. Prepares files for trial based on upcoming court calendar and type of case.
6. Arranges for court reporters, subpoenas, reserving conference rooms and arranging meetings on behalf of attorneys.
7. Assists clients, attorneys and the general public in person and over the phone with questions, requests and problems related to gathering or providing information and scheduling meetings.
8. Receives various legal documents by mail which require tracking, filing and/or forwarding to the appropriate attorney. Documents could include contracts, bankruptcy notices, legal motions, etc.
9. Coordinates the Victim/Witness program including written and verbal contact with victims to provide information on the assistance program. Maintains a record of all correspondence and types annual report.
10. Organizes law library including updating and adding publications into the system and maintaining a directory of library materials.
11. Prepares payment vouchers for witnesses appearing in trials. Maintains voucher payment log and provides copies to Accounts Payable.
12. Prepares materials for council meetings.
13. Acts as computer coordinator for the department to include troubleshooting computer problems or contacting Data Center for assistance, making recommendations for the replacement or upgrade of equipment, answering staff questions and providing training of the use of programs.

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Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Conducts intake of all citations issued by the police department, checks driving records and criminal histories and determines whether crime is a misdemeanor or a violation.
3. Reviews incident and accident reports to create witness lists for use in subpoenaing trial witnesses.
4. Acts as Law Enforcement Data System (LEDS) representative for the department.
5. Performs other duties as required by supervisor or City Attorney.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Typewriter
- Calculator
- Recording equipment
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent; and,
Four (4) years of experience as a legal assistant or in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Paralegal certification is preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Legal processes, terminology and formats for legal documents and of the procedures used in preparing a case for court, arranging and scheduling court appearances and depositions, issuing subpoenas, preparing documents for court and locating legal citations.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain complex legal records and to prepare reports.
- Conduct data entry and other computer use tasks.
- Organize work and meet deadlines.

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- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.