

## General Description

Performs highly advanced and/or supervisory (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### Examples of Work Performed

- Oversees and/or coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information.
- Oversees and/or coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Oversees and/or researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.
- Oversees and/or schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
- Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.
- Prepares synopses, abstracts, or summaries of complex legal issues.
- Prepares attorneys for meetings with complainants, witnesses, and expert witnesses.
- Conducts statistical, documentary, and investigatory research.
- Drafts and responds to correspondence and opinion requests involving legal interpretations and decisions.
- Drafts cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.
- Assists in coordinating and responding to public information requests.
May supervise the work of others.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**EXPERIENCE AND EDUCATION**

Experience in legal assistance work. Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.

Skill in understanding and processing information; in the use of office equipment; and in the use of a computer and applicable software.

Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; to communicate effectively; and to supervise the work of others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a legal assistant.