

LEGAL ASSISTANT - 326

DEFINITION OF WORK

Under immediate supervision, performs responsible technical work in assisting the City's professional attorneys in the performance of a variety of legal services; does related work as required.

EXAMPLES OF WORK

Examines and searches property records and performs legal research in State statutes, City code, legal encyclopedias, etc.; prepares drafts of simple legal documents such as resolutions, contracts, ordinances, Magistrate Court pleadings, etc.; maintains case calendar for the office and handles routine legal correspondence; serves as liaison between the City Attorney's Office and the court system, city departments and other agencies on matters relating to the assigned work; answers or refers inquiries from the public regarding legal matters; assists with maintenance of law library.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to an associate degree in paralegal technology and two years of responsible experience in a law office.

Knowledge, Skills and Abilities: Considerable knowledge of legal processes, procedures and terminology; considerable knowledge of research techniques and methods; ability to express ideas effectively, orally and in writing; ability to establish and maintain effective working relations with others.

