

SENIOR LEGAL OFFICE ASSISTANT (UC)DEFINITION

Under general supervision, performs skilled, responsible legal and office clerical work of moderate difficulty and complexity involving specialized legal terminology, documents and procedures.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in the performance of confidential legal procedures for one or more attorneys, including maintaining court calendars, receiving calls and visitors, answering inquiries, scheduling meetings and appointments. Prepares documents from rough drafts, general instructions or information assembled from various sources; proofreads correspondence, records, documents, and a variety of other materials frequently involving technical and legal terminology and/or independent judgment in determining format. May compose legal correspondence. Assists public in person or by telephone, by furnishing information, explaining and interpreting established policies, procedures or regulations, receiving and resolving or referring complaints, and conducting general transactions. Establishes and maintains filing and indexing systems. Maintains stock levels of stationery and other supplies. May assist in maintaining payroll records, preparing invoices and direct payment vouchers, requisitioning supplies, or performing other departmental general office functions. May perform duties of higher-level clerical classification in a training or relief capacity. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an experienced-level office clerical class in the City Attorney's office requiring expertise in supporting specialized legal procedures. Incumbents work without close supervision and within a framework of established policies and procedures and are expected to perform varied legal clerical work of moderate difficulty and complexity, with only occasional instruction or assistance. Incumbents in this class are discreet and can be trusted with highly confidential information; are ethical and have a high commitment to excellence in the workplace.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of typing and varied office work, preferably in a law office, or any equivalent combination of education, training, and experience, which provides the desirable legal knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: legal office work, practices and procedures; legal terminology; litigation and criminal calendaring.

Skill in: the operation and care of office equipment including but not limited to personal computers, printers, faxes, typewriters, calculators, keyboards, or other related office equipment; use of various word processing and computer software.

Ability to: maintain moderately complex and confidential records; type rapidly and accurately from machine transcriptions; provide attorneys with a wide range of clerical and technical support; establish and maintain effective and cooperative working relationships with the public and other employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well-organized self-starters, highly skilled in the use of modern office equipment, filing, and public contact. When dealing with the public, they are pleasant, courteous and helpful even when responding to complaints. Additionally, they are efficient, detail-oriented, and enjoy a fast-paced, productive environment.

New title effective: 7-1-99
ADA Approved: 8/99