

LEGAL SUPPORT ASSISTANT I

JOB DESCRIPTION

Classification Responsibilities: A Legal Support Assistant I performs highly skilled legal litigation and administrative secretarial work involving knowledge of legal procedures in support of the civil law practice in the City Attorney's office. Duties include: electronic filing in state, federal, and appellate courts; preparing pleadings; organizing electronic litigation files; preparing and organizing contracts and complex transactional files; assisting attorneys with routine transactional case preparation and processing; calculating time under the rules of civil procedure for docketing and calendaring; answering phone calls; scheduling meetings; and typing, transcribing, and/or drafting correspondence and other legal documents and detailed redline experience. By assignment, other duties may include: preparing appellate briefs and organizing documents in response to subpoenas. As incumbents gain experience and acquire a better knowledge of procedures, assignments may become increasingly difficult. This class performs related work as required.

Distinguishing Features: An employee in this class relieves attorneys of considerable administrative detail by performing difficult administrative and clerical tasks which require a high degree of thoroughness and accuracy. The Legal Support Assistant I class is the entry level of the Legal Support Assistant series/career ladder. Assignments progressively provide opportunity for the application of independent judgment and initiative in legal support assignments. Employees in this class may progress by noncompetitive promotion to Legal Support Assistant II upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class is supervised by a Legal Office Supervisor. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED, supplemented by college coursework including general office practices, civil law, legal terminology, or related subjects. One to two years' experience in performing progressively responsible clerical and secretarial work, including experience in a law office or related environment providing familiarity with legal procedures.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in a civil municipal law office, involving civil municipal administrative, transactional, and/or civil litigation law and issues, is highly desirable. Experience with personal computer software applications such as Microsoft Word, Excel, Wordox, Practice Master, and Riskmaster, is highly desirable. A minimum typing speed of 40 net words per minute.

ESSENTIAL FUNCTIONS

Communication: Deals tactfully and courteously with the public, including citizens making complaints or requesting service, both in person and by telephone, providing necessary information and following through on problems. Compiles information and assembles various legal materials from files or obtains additional information by telephone or letter. Assists attorneys by contacting courts, witnesses, and opposing counsel, and setting/scheduling meetings with City personnel. Some civil case calendaring/scheduling.

Manual/Physical: Types or keys (at a minimum sustained rate of 55 net words per minute) a variety of documents (example: letters, reports, ordinances, resolutions, contracts, agreements, legal pleadings, motions, and briefs) from clear copy or rough draft or required legal format for review and final approval by attorney. Maintains docket of cases filed by and against the City. Meets scheduling and attendance requirements.

Mental: Composes routine correspondence, contracts, legal pleadings, ordinances, resolutions, dissolutions, discovery requests, disclosure statements, and portions of briefs. Learns docketing and calendaring to include the calculation of time under the Rules of Civil Procedure. Checks records and documents, including financial, personnel, and department transaction records, for clerical and mathematical accuracy and completeness. Comprehends and makes inferences from written material.

Knowledge/Skills/Abilities:

Knowledge of:

rules of civil procedure;
civil litigation process;
legal procedures and practices involved in processing and filing a variety of legal documents;
redline; and
complex transactional files.

Skill in:

typing at a sustained minimum rate of 55 net words per minute;
operating a personal computer;
redlining complex transactional files;
organizing document intensive files;
maintaining litigation calendar; and
transcribing dictation.

Ability to:

establish and maintain effective working relationships with attorneys, other City employees, legal professionals, support staff, and the general public;
maintain confidentiality and security of records and information; and
meet deadlines.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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INCREMENTS 55-200

PAY GRADE: 45

IND-8820

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