

LEGAL SUPPORT ASSISTANT II

JOB DESCRIPTION

Classification Responsibilities: A Legal Support Assistant II is responsible for performing advanced secretarial and administrative assistance to the legal staff to include familiarity with legal documents, procedures, principles, and terminology. Duties may include: assisting attorneys in complex case preparation and processing; composing correspondence, legal pleadings, ordinances, resolutions, discovery requests, disclosure statements and portions of briefs; assembling necessary information for legal proceedings; performing some legal research by locating applicable precedents, legal opinions, and statutes; updating trial calendar and attorney calendars; scheduling interviews; and preparing financial and statistical reports. Other duties by assignment may include: organizing documents in response to subpoenas; and preparing long-form documents. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the class Legal Support Assistant I class by the greater complexity of assignments and greater degree of legal knowledge required to perform the job. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class is supervised by a Management Assistant II who reviews work through conferences, meetings, written reports, and overall results achieved. 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. Two years of experience in a law office or legal setting under direction of an attorney involving specifically delegated legal work. Word processing skills and a minimum typing speed of 45 net words per minute.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Associate's Degree or certificate of completion from an accredited college or technical school as a Legal Assistant or Paralegal preferred. Experience with personal computer (PC) software applications (example: spreadsheet, database) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, City employees, and legal professionals. Deals tactfully and courteously with the public, including citizens making complaints or requesting service, provides necessary information, and follows through on problems. Compiles information and assembles various legal materials from files and obtains additional information by telephone or

composition of correspondence. Prepares written motions, discovery requests, disclosure statements responses, and portions of briefs with clearly organized thoughts and proper sentence construction, punctuation, and grammar. Updates trial calendar and attorney calendars by docketing court deadlines with pleading due dates, dispositions, and hearing dates, and follows up with attorneys to ensure timely response. Schedules interviews and/or depositions with witnesses and/or clients by coordinating the schedules of the parties involved.

Manual/Physical: Types or keys (at a minimum sustained rate of 55 net words per minutes) a variety of documents (example: letters, reports, ordinances, resolutions, contracts, agreements, legal pleadings, motions, and briefs) from clear copy or rough draft or by dictation for review and final approval of attorneys. Reviews, organizes, and indexes pleadings, discoveries, and other pertinent legal documents for litigation files. Maintains docket of cases filed by and against the City. Prepares, maintains, and updates litigation and claim files. Provides administrative support in complex transactional projects. Meets scheduling and attendance requirements.

Mental: Composes correspondence, legal pleadings, ordinances, resolutions, discovery requests, disclosure statements, and portions of briefs. Assists attorneys with routine legal research by locating applicable precedents, legal opinions, and statutes. Reviews case records and assembles necessary information for legal proceedings.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practices of the legal system including courts, statutes, and ordinances;
legal terminology, principles, precedents, and procedures;
methods of legal research and drafting legal documents;
standard legal references and their contents; and
legal time constraints and deadlines imposed by law.

Skill in:

typing at a sustained minimum rate of 55 net words per minute;
transcribing dictation; and
exercising good judgment and applying legal ethics in making decisions.

Ability to:

redline complex transactional documents;
organize facts in a clear, logical form;
maintain confidentiality and security of records and information;
communicate clearly and concisely, both orally and in writing;
analyze situations carefully and adopt an effective course of action; and
establish and maintain effective working relationships with other City employees, legal professionals, support staff, and general public.

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: 46

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