



## Legal Assistant I

Class code: 194

Employee Group: SEIU

Salary Range: 13

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### I. Position Summary

Under general supervision, to perform specialized case management and recordkeeping tasks; to maintain effective and efficient office operations; to process a wide range of criminal legal records and correspondence; to provide courteous customer/client assistance with a variety of agencies by phone/e-mail/in person, and to perform related work as required.

### II. Distinguishing Features

The Legal Assistant I is an entry/journey level class in the series. Incumbents perform a full range of duties with occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor; some direction is provided after assignment, however employees have some choice of method and occasionally develop their own methods.

### III. Examples of Essential Position Duties

- Performs receptionist duties, answers the telephone and greets visitors with professionalism and courtesy; and receives and responds to requests for information and assistance from law enforcement personnel, attorneys, victims, unrepresented defendants and the general public.
- Answers complex questions and makes basic interpretations of departmental policies and procedures when conveying information to the public, other departments, and staff.
- Prepares and provides discovery information to various parties for criminal cases handled by the District Attorney's office; and duplicates audio, video, photographic and other evidence.
- Copies, redacts, and formats digital evidence for use in court proceedings and other legal actions.
- Processes incoming police reports and lodgings. Reviews and assigns cases to attorneys. Coordinates with law enforcement agencies and other departments to efficiently obtain police reports and evidentiary items.
- Diagnoses and resolves reoccurring technology related issues.
- Performs computer data entry and file management to record, process and/or retrieve pertinent case information; reviews, analyzes and classifies information to be entered into computer database.
- Establishes and maintains case files, electronically and in physical format, ensuring necessary information is included, complete and accurate.
- Compiles and/or researches various narrative and statistical data as requested for use by supervisors.
- Contacts law enforcement personnel, court personnel, attorneys, victims and unrepresented defendants regarding various aspects of cases being prosecuted and gathers information for the completion of prosecutors' files.
- Performs simple bookkeeping and accounting functions, including calculating and preparing billing statements and receiving and reconciling payments and fees.
- Performs general clerical duties including, but not limited to, processing daily mail, electronic court notices, typing, copying or uploading reports and correspondence, and faxing information.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.

- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

Position requires knowledge of criminal legal procedures, terminology and documents; business English, spelling, composition, and arithmetic, and proficiency in the use of computers and Microsoft Outlook, Word and Excel. Position requires ability to interpret and apply department policies and procedures; make decisions independently in accordance with established procedures; operate modern office equipment; type accurately 60 words per minute; understand and carry out oral and written directions; use initiative, tact, discretion and good judgment on the job dealing with sensitive situations and documents, concerned and potentially disruptive people, outside legal counsel, victims, and witnesses, the public and other agencies; maintain confidentiality of materials and sensitive information; read, type and understand legal documentation; communicate effectively, both orally and in writing. Must be eligible for and maintain LEADS certification.

#### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

##### **Education and Experience**

- A high school diploma or equivalent plus one year of secretarial experience, preferably in a legal office; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

##### **Licenses, Certificates and Other**

None

##### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing as well as sitting for extended periods of time. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Sensory requirements include sound and visual perception and discrimination, as well as oral communications ability.

##### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

## **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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