



Senior Legal Assistant

Class code: 193

Employee Group: SEIU

Salary Range: 19

I. Position Summary

Under general direction, to perform a variety of highly specialized legal and technical support duties; to assist in planning, organizing and coordinating support activities, operations and functions; to provide specialized case management and recordkeeping tasks; and, to perform related work as required.

II. Distinguishing Features

The Senior Legal Assistant is the highest level class in the series. Positions at this level are distinguished from those in the lower level classifications in this series by the technical and oversight responsibilities. Provides technical and functional oversight over other Legal Assistants. Positions at this level are expected to work independently and exercise sound judgment and initiative. Requires effective application of the operating procedures and policies of the department. Employees have some choice of method and often develop their own methods.

III. Examples of Essential Position Duties

- Plans, organizes, prioritizes and coordinates support activities, operations and functions.
- Serves as a lead over lower level positions.
- Provides guidance and application of policies and procedures in supervisor's absence.
- Establishes short and long range goals and objectives for assigned programs.
- Trains, monitors and provides functional guidance to other Legal Assistants in software operation, office procedures and policies, equipment operation and technical matters.
- Sets an example to employees in following County and department policies and in maintaining a positive working relationship with co-workers, managers, and County leadership.
- Identifies and troubleshoots problems with software and the data then develops solutions to prevent errors and problems including staff retraining, data validation rules and procedural changes; performs website maintenance.
- Performs database management; reviews and revises event entry codes and options; maintains document template library.
- Consults and networks with law enforcement and other public agencies and departments.
- Composes, prepares, types, processes, files and/or distributes legal documents; maintains a variety of confidential records and reports.
- Performs computer data entry and file management to record, process and/or retrieve pertinent case information; reviews, analyzes and classifies information to be entered/scanned into computer case management database.
- Oversees complex paper and computer filing and record keeping systems, indices and registers; researches files and prepares reports as required for departmental purposes; computes or verifies data, enters and retrieves data from computer terminals, and reviews computer print outs for accuracy; takes and maintains inventory records as assigned; operates a variety of office equipment and machines.
- Participates in the preparation and administration of assigned budget; monitors expenditures; performs simple bookkeeping and accounting functions and coordinates department budget.

- Performs accounting functions including accounts payable and accounts receivable.
- Assists in the interview, selection and training of new employees or volunteers as required.
- Compiles and/or researches various narrative and statistical data as requested for use of supervisors and transcribes into report form as requested; creates reports.
- Makes travel arrangements.
- 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 considerable 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 skill and proficiency in the use of computers, standard office equipment, and the Microsoft Suite. Position requires the ability to organize, set priorities, meet deadlines, and exercise sound judgment in accordance with applicable law and court procedures and rules; interpret and apply department policies and procedures; make decisions independently in accordance with established procedures and in the absence of supervision; use data management system at an advanced level; research, understand and apply rules and procedures for federal, state, and appellate courts, and various administrative entities, as well as department policies and procedures; prioritize and organize work and train other staff; compile data and prepare complex reports; operate modern office equipment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with co-workers, outside agencies, and the public; use tact, discretion, and diplomacy in dealing with sensitive situations, concerned and potentially hostile people, outside legal counsel, victims, and witnesses; maintain confidentiality of materials and sensitive information; cope with exposure to potentially disturbing or traumatic content matter; communicate effectively, both orally and in writing. Must be eligible for and maintain LEDS 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 supplemented by secretarial or business school training, plus five years of progressively responsible clerical and/or 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

Must have a valid Oregon driver's license with an acceptable driving record.

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. Requires the ability to operate a motor vehicle. Sensory requirements include sound and visual perception and discrimination, as well as oral communications ability. Driving is required.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people and potentially graphic images/video/words.

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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