



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LEGAL ASSISTANT	29	F	2.159

CLASS CONCEPT

Under general supervision, Legal Assistants perform specific topical research for attorneys to find case law which supports or detracts from the client's position; review files, depositions, transcripts and other documents; accumulate and analyze data and facts; prepare summaries and chronological outlines of client's case as to events that have taken place and the current status of the client's case; compose and formulate legal documents such as deposition summaries, motions and responses, trial or appeal briefs, and jury instructions according to jurisdictional requirements, and provide supplementary material with specific citations including shepardizing case law. Incumbents use discretion and judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney.

ALLOCATION OF POSITIONS

The Legal Assistant class is intended for positions which are assigned to perform routine paralegal duties by an attorney. It is distinguished from positions in the Legal Secretary series in that more difficult technical duties and responsibilities are assigned, additional knowledge, skills and abilities are required, and the nature of personal contacts are more varied. In addition, a greater degree of independence in which the duties are performed is required. No more than 35% of a Legal Assistant's time is spent performing activities such as calendaring; filing; legal mailings; monitoring/scheduling/rescheduling of court/hearing dates, interviews, depositions and appointments; compiling and maintaining statistics; and formatting, preparing and typing legal documents and correspondence.

The Legal Assistant class is distinguished from the Legal Research Assistant by responsibility for routine paralegal work including performing specific topical research and locating specific case law citations; reviewing the case for applicability to the given set of facts; shepardizing case law; composing and formatting the appropriate legal documents; and performing duties generally of a processing, monitoring or data gathering nature. In contrast, Legal Research Assistants spend the majority of time providing the most difficult paralegal assistance/support to agency counsel, drawing upon their training and/or experience to analyze a specific set of facts; performing general legal research for a specific question of law; reaching a conclusion of law; presenting findings either orally or in writing for the attorney's review; and composing briefs, pleadings, motions and other legal documents for the attorney's review and signature.

REPRESENTATIVE DUTIES

Perform specific topical research including researching in-office documents, law library books and the Internet to find case law which supports or detracts from the client's position; review files, depositions, transcripts and other documents; accumulate and analyze data and facts; prepare summaries and chronological outlines of client's case as to events that have taken place and the current status of the client's case.

Under supervision of an attorney, respond to calls from attorneys, hearings officers, judges, physicians, legislators, clients, agency staff and the general public regarding specific cases or the legal process of the work area in order to explain the status of a particular case, offer suggestions and direction regarding procedures, and communicate approved legal advice; and disseminate or collect information for the assigned professional legal staff.

REPRESENTATIVE DUTIES (cont'd)

Locate and/or subpoena witnesses and/or expert witnesses to be used in specific cases in order to assist the professional legal staff in the preparation of a case; under supervision of the attorney, conduct client interviews and maintain general contact with the client after establishment of the attorney-client relationship; conduct investigations; and interview witnesses and others regarding a particular case as assigned.

Under limited supervision of professional legal staff, compose and formulate legal documents such as deposition summaries, motions and responses, trial or appeal briefs, and jury instructions according to jurisdictional requirements and provide supplementary material with specific citations including shepardizing case law; organize and prepare exhibits of evidence and other documents according to legal procedures including organizing material in chronological order, numbering and indexing material, and copying and mailing documents to opposing counsel or office.

Perform the following administrative support duties no more than 35% of the time:

Draft routine correspondence to clients, doctors, attorneys or other professionals regarding cases or the specific process of the assigned work area in order to reduce the general workload of the attorney; prepare reports/statistics and other materials requiring specific knowledge of operational methods, policies and procedures for professional staff review; prepare and type requisitions and purchase orders as required; process requests for payment and travel claims.

Process and file documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body including manner of filing and established timelines; track responses and receipts due upon or after submittals, and dates for other required actions subsequent to submittals.

Provide clerical support to assigned attorneys; open and review incoming mail and determine priority of professional legal staff's attention when routing; mail items according to postal and statutory requirements; maintain a calendar for professional legal staff's appointments, due dates for documents, court appearances, conferences, meetings and other engagements; schedule meetings and training and make travel arrangements.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS**

- * Some positions require incumbents to be a notary public.

EDUCATION AND EXPERIENCE: Completion of a two-year paralegal/legal assistant course and two years of experience as a legal secretary at the journey level; **OR** designation as a Certified Legal Assistant by the National Association of Legal Assistants.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal terminology; the relationship and delineation of function and responsibility of a legal assistant and an attorney; case law research procedures including the use of legal digests, encyclopedias, reporter systems, indexes, Shepard's, treatises, cases, statutes, legal periodicals, government documents and other research material; case analysis techniques including identification of procedural history,

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

critical facts, legal issues, court holdings, rationale and dicta; pretrial tactics, motions, venue, discovery, depositions and summary judgments; effective interviewing techniques; procedures for processing and filing documents with courts, boards and/or commissions; procedural requirements for preparing and typing a variety of complex legal documents, forms, and other related materials including proper format for legal citations; standard office procedures such as filing, typing, duplicating materials, answering telephones and distributing mail; correct English usage, grammar and punctuation; modern office equipment including personal computers and software; basic math. **General knowledge of:** tort law; the essential elements of contract law; United States Constitution. **Ability to:** research and compile information from a variety of sources; interpret and apply complex rules, regulations, policies and procedures to specific problems and issues; compile and update information and prepare reports related to specific management or attorney activities; record and transcribe dictation or testimony which may be of a complex nature and which requires a comprehensive knowledge of legal procedures and terminology; draft basic legal pleadings; accurately prepare, type, format, process and file a variety of complex documents in accordance with established timelines and procedures with appropriate court, board or commission; provide specific information and explain legal process and procedures to the general public; establish, organize and maintain complex filing systems including indexed and cross-referenced materials; write clear, concise and grammatically correct reports, correspondence, memoranda, and other materials; organize materials and exhibits in a systematic way to meet legal requirements; work in a high volume setting with frequent interruptions and a fluctuating workload; determine priorities and follow through independently on assignments to ensure timely completion of work; maintain accurate calendaring of documents and court appearances; compose general correspondence and forms; proofread documents for correct format, grammar and punctuation; differentiate between public and confidential information; work as part of a team and act as a liaison with other entities; type proficiently at a rate of speed acceptable to the hiring authority; communicate and work cooperatively with others including co-workers, clientele and the public. **Skill in:** operation of current computers and other modern office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: case law research procedures; legal terminology, forms, practices and procedures. **Working knowledge of:** agency rules, regulations and administrative procedures. **Ability to:** communicate with the public to obtain information or to impart information regarding legal process and procedures; communicate with clients under the guidance and with the approval of an attorney; locate and assess importance and relevancy of information and materials obtained through research; conduct research with minimal supervision or guidance.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

2.159

ESTABLISHED:

7/1/89R
9/22/89PC

REVISED:

7/1/01P
10/4/00PC