

SENIOR LEGAL OFFICE ASSISTANT

DEFINITION

Under general supervision, assigns, directs and reviews the work of a small legal office support staff; provides difficult, technical, confidential or specialized legal office support to various County offices; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class performs as either the working lead level in the legal office support series, with responsibility for providing direction to a group of legal office support staff performing similar work or functions as the specialist level, performing difficult, technical, complex or specialized legal office support duties. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is normally not assigned to this level and the number of employees for which direction is provided is limited. This class is distinguished from Legal Office Services Supervisor in that the latter is the first full supervisory level over a group of legal office and related support staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to a small legal office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Performs difficult, complex, technical, confidential and/or specialized legal office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the department to which assigned, including but not limited to:
 - Processing commitments for various governmental institutions.
 - Assembling, maintaining and updating master and trial calendars; setting and resetting trials, conferences and other legal matters.
 - Compiling information from various sources to complete required forms for application for state, medical and social benefits; working directly with probation officers to insure timely and complete applications on behalf of probationers.

- Processing and typing a variety of legal documents including petitions, court orders, probation reports, sheriff's reports and arrest warrants.
- Receiving, storing and maintaining property and evidence received by the Sheriff's Department and Drug Task Force; maintaining inventory and "chain of evidence" records; disposing of contraband and unneeded property and evidence; determining ownership and returning found property and evidence.
- Receives, stores and maintains property evidence received by the Sheriff's Department and Drug Task Force; maintains records pertaining to "chain of evidence."
- Verifies, codes, edits, enters and retrieves legal data and prepares reports from an on-line or personal computer system following established formats; may access confidential statewide data files.
- Reviews legal documents, arrest or incident records, files and cases to identify inaccurate, inconsistent and unclear codes, data and other information; notifies appropriate staff and may participate in resolving problem situations; checks court and legal documents for proper authorization and obtains missing signatures.
- Compiles data from multiple sources to complete and process legal forms, documents and reports in accordance with established procedures.
- Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor.
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Establishes and maintains office and case files; researches and compiles information from such files; closes and purges files according to established procedures.
- Receives and screens visitors and telephone calls and takes messages; provides information regarding County or unit activities and functions to clients, the public and other staff which may require the use of tact and discretion or the interpretation of policies, procedures or guidelines; maintains confidentiality of information.
- Operates standard office equipment, including word processors and personal or on-line computers.
- Performs general office support activities as required.

QUALIFICATIONS

Knowledge of:

Basic supervisory principles and practices.
Legal office terminology, processes, procedures and forms.
Legal documents, forms and terminology.
Policies and procedures related to the department to which assigned.
Business data processing principles and the use of word processing and personal computing equipment.
Office practices and procedures, including filing and the operation of standard office equipment.
Business letter writing and the standard format for typed materials.
Correct English usage, including spelling, grammar and punctuation.
Business arithmetic, including percentages and decimals and basic bookkeeping practices.
Record keeping principles and practices.

Skill in:

Planning, assigning, directing and reviewing the work of others.
Training others in work procedures.
Performing technical, specialized, complex or difficult legal office support work.
Reading and understanding legal and court documents and extracting relevant information.
Exercising initiative and sound independent judgment within established guidelines.
Prioritizing work and coordinating several activities.
Composing routine correspondence from brief instructions.
Operating standard office equipment, including a word processor and computer terminal.
Dealing tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socio-economic backgrounds.
Organizing and maintaining accurate files and records.
Making accurate arithmetic calculations.

Other Requirements:

Specified positions may require skill in typing accurately at a rate sufficient to produce final documents and enter information into a computer system. Specified positions may require possession of a valid California driver's license. Specified positions may require being able to pass a detailed background and/or criminal history check. Specified positions may require evening, weekend or other off-shift work and may be required to act as a matron.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

One year of legal office support experience at a level equivalent to the County's class of Legal Office Assistant II.