**Class Summary**

The responsibilities of this classification include performing technical administrative services and supporting the legal team in meeting courtroom deadlines. Incumbents will manage case files in the case management system, and review and identify probable conflicts on assigned cases; and prepare and distribute legal documentation, memos, and reports.

**Distinguishing Characteristics**

This is the first level in a four-level classification series. This classification is distinguished from the Legal Assistant – Lead classification in that incumbents in the Legal Assistant – Lead are responsible for performing lead duties which includes participating in workload planning, providing coaching and training, and monitoring the workflow of assigned staff.

**Examples of Duties**

1. Open, file, update, and close case files; gather and review documentation and information for accuracy.
2. Identify potential client/attorney conflicts and assign cases based on potential conflicts.
3. Monitor and coordinate case flow, daily case assignments and case information between divisions.
4. Identify coverage for a specific court and staff needs.
5. Enter, obtain, and/or verify information from legal documents following established, clearly defined methods and court rules.
6. Update discovery status, request discovery from other agencies, and forward discovery to paralegals, investigators, mitigation specialists, and attorneys as needed.
7. Provide information on policies, procedures, case status, trail dates, and other related matters to internal and external stakeholders.
8. Process various legal documents by preparing forms with complete and accurate information extracted from various sources. Accurately process mail or legal documents/legal files in a timely manner to meet court mandated deadlines.
9. Perform general office duties such as compiling data for reports, filing, and ordering and maintaining office supplies.
10. Provide front desk reception as needed.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of general office policies, principles, and practices

Knowledge of legal procedures and court rules

Skill in communication and interpersonal relationships

Skill in performing a number of tasks simultaneously; meeting deadlines and working under time constraints

Skill in prioritizing workload and adapting to changes in workload demand

Ability to conduct research

Ability to maintain confidentiality

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 6 |
| **Levels within same series** | Legal Assistant, Legal Assistant – Lead, Public Defense Paralegal, Public Defense Paralegal Supervisor |
| **Class History** | 09/2022 - Created |