**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of Legal Assistants and other administrative staff within the unit or division. Incumbents will perform lead duties including, training, coaching, and monitoring the workflow of assigned staff in addition to performing the full range of duties for the Legal Assistant.

**Distinguishing Characteristics**

This is the second level in a four-level classification series. This classification is distinguished from the Public Defense Paralegal in that incumbents in the Public Defense Paralegal classification are responsible for providing complex legal support to public defense attorneys in the form of discovery/eDiscovery management, legal research, and acting as a liaison between public defense attorneys, court staff, clients, and other personnel and agencies.

**Examples of Duties**

*In addition to the duties for Legal Assistant the Legal Assistant - Lead will:*

1. Assist in workload planning, prioritizing, and assigning work schedules.
2. Direct, coordinate, and assist individuals in their regular duties; resolve issues; oversee and monitor work.
3. Provide technical consultation to staff regarding work assignments.
4. Participate in developing and updating training materials; provide training as needed.
5. Observe and provide feedback to supervisors, including annual performance reviews.
6. Participate in developing hiring criteria for Legal Assistants.
7. Attend, facilitate, and lead meetings.
8. Serve as a backup for coverage as needed.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of general office policies, principles, and practices

Skill in problem-solving and conflict-resolution

Skill in communication and interpersonal relationships

Skill in attention to detail

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

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| **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 |