

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **LEGAL ASSISTANT**

DEPARTMENT: **CITY ATTORNEY**

BASIC FUNCTION:

Under general supervision, performs a wide range of legal support work in conjunction with the City Attorney's Office; conducts legal research, including state and federal case law, statutes and legislation; prepares legal documents, including all court filings and litigation related correspondence; assists attorneys in litigation of civil and criminal cases; reviews and prepares contracts, agreements and citations for attorney approval; and performs a wide range of paralegal and legal secretarial duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification are expected to possess the complete knowledge, skills and abilities to perform a wide variety of journey level legal support work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. The work involves maintaining strict confidentiality of all matters processed through the office of the City Attorney.

KEY RESPONSIBILITIES:

Perform legal research; prepare documents for civil litigation and code enforcement; and organize and maintain litigation and litigation form files.

Compose, type and compile pleadings, including answers, complaints, motions, appellate and trial briefs, affidavits, discovery and other legal documents and related correspondence, case memoranda, reports, and exhibits.

Support in-house staff as needed in coordinating legal activities, such as, assist with depositions, trials and other legal events; inform attorneys of pertinent activities; schedule and arrange meetings for attorneys, calendar, organize, monitor and retrieve all court dates, legal deadlines, meetings and other important dates; arrange, contact and coordinate investigators and experts; request subpoenas of records and/or witnesses and review documents; and maintain telephone contact with courts, witnesses and outside counsel.

Prepare agenda bills, ordinances and resolutions as assigned. Prepare and maintain a variety of records, reports and files related to the City Attorney's office.

Review and process finished materials for completeness, accuracy, format, compliance with local, state and federal rules and policy procedures, and appropriate English usage;

review contracts and agreements for compliance with standardized forms; review citations of case law, statutes, and City codes.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Legal terminology, procedures and the format for legal documents.

Standard office administrative and secretarial practices and procedures as well as local court rules and procedures, pleading practices and litigation protocol.

Computer applications used in the course of work, such as, legal research databases, word-processing, spreadsheet and graphical presentation.

Correct English grammar, spelling and usage.

Basic business arithmetic.

Organization, functions and activities of the City Attorney's office and municipal government.

Legal office and secretarial procedures and requirements.

Federal and State Court rules and procedures.

Criminal and civil law functions of the legal office

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

City and department organization, operations, policies and objectives.

Telephone techniques and etiquette.

Ability to:

Perform a variety of responsible paraprofessional and legal secretarial duties in support of attorneys.

Research and analyze case law, statutes, regulations and legislation.

Properly interpret, apply, explain and make recommendations in accordance with laws, regulations, policies, codes and procedures

Operate a computer to enter data, maintain records and generate reports; and utilize software applications, such as, legal research databases, word-processing, legal calendar and file management, spreadsheet, and graphics presentation as required by the duties of the job.

Analyze and resolve office administrative situations and problems.

Maintain accurate records and files, and calendar court dates and calculate litigation deadlines.

Organize work, set priorities, meet critical deadlines.

Perform work with minimum supervision.

Establish and maintain effective working relationships with those contacted in the course of work.

Provide excellent customer service skills, including phone reception and direction.

Communicate effectively both orally and in writing.

Work confidentially with discretion.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of high school and three years of progressively responsible experience performing journey level paralegal and legal secretarial work. College level course work in political science, government or related field is desirable.

CERTIFICATION:

Possession of a certificate from an approved Paralegal Certification Program.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipments as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret legal and statistical data, information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

May be required to attend occasional meetings and travel to off-site locations as necessary during the course of performing work.

DATE APPROVED: 11/21/00