

## LEGAL ADMINISTRATIVE ASSISTANT – Gold River, California

### Position Summary

Under general supervision, provides difficult, complex, specialized and confidential legal office support; relieves legal professionals of routine legal clerical duties; performs related work as assigned.

### Position Description

Incumbents provide legal secretarial and office administrative services for professional legal staff, including the performance of complex or difficult office support work requiring the use of independent judgment and the application of technical legal secretarial skills. Incumbents are expected to have the ability to do the following with little or no supervision: Shepardize cases, calendar litigation proceedings; type court pleadings and trial, arbitration or appellate briefs; prepare trial notebooks and organize case and client files, including exhibits for trial. Must have knowledge of local, state, and federal rules of court; civil law and motion rules; function of civil discovery and preparation of discovery documents; Proficiency with the latest editions of *California Style Manual* and *A Uniform System of Citations* (“bluebook”) guidelines.

### Principal Duties

1. Performs difficult, complex and confidential legal office support work, which may require the exercise of independent discretion and judgment, the application of technical skills, or knowledge of detailed or specialized activities related to the legal field.
2. Researches and assembles information from a variety of sources (e.g. statutes, recorded judicial decisions, legal articles, treatises, constitutions, regulations, ordinances, governmental charters, etc.) to prepare legal documents (e.g. briefs, pleadings, appeals, contracts, affidavits, declarations, etc.); makes arithmetic, statistical, and payroll calculations.
3. Checks cites for accuracy, ensures legal cites to conform to the latest editions of *California Style Manual* and *A Uniform System of Citations* (“bluebook”) guidelines, and compares and redlines documents.
4. Creates and maintains document and case files and litigation notebooks.

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5. Copies, scans, and files documents. Creating and coordinating/managing files for individual cases.
6. Provides information to clients, co-counsel, opposing counsel, using independent discretion and judgment as the disclosure or non-disclosure of information.
7. Types correspondences, reports, forms, court pleadings, and specialized legal documents from drafts, notes, dictated tapes, or brief instructions using a personal computer.
8. Proofreads and checks legal documents and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
9. Enters and retrieves data and prepares reports using an online or personal computer system.
10. Attends to a variety of law office administrative details such as ordering supplies, arranging for the repair of office equipment, transmitting information and keeping reference materials (e.g. law books and practice guides) up to date. Will arrange meetings by notifying participants, reserving rooms, making lodging, travel, and meal arrangements, etc.
11. Acts as a receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call.
12. Reviews computer produced reports for accuracy and makes corrections as required.
13. Operates standard office equipment such as copiers, scanners, postage meters, printers, computers, recorders, dictation and transcription equipment, telephones, televisions, video and DVD recorders, etc.
14. May train others in work procedures or direct the work of others on a project basis.

### **Qualifications**

#### *Knowledge of:*

- Office management practices and procedures, including filing and the operation of standard office equipment
- Proper form for types legal documents
- Business arithmetic, including addition, subtraction, multiplication, division, percentages, decimals, and simple algebra
- Correct English language usage, including spelling, grammar, and punctuation

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- State Bar of California Rules of Professional Conduct
- Organization and function of the state and federal court systems
- Basic business data processing principles and the use of a personal computer
- Basic record keeping principles and procedures
- *California Style Manual* guidelines
- *A Uniform System of Citations* (“bluebook”) guidelines
- Legal terminology and legal or quasi-legal proceedings

### *Skill in:*

- Performing complex or difficult legal office support work
- Organizing, prioritizing, and coordinating work activities to comply with various deadlines, including statutory, court, regulatory, or contractual deadlines
- Reading and interpreting rules, regulations, policies, and procedures
- Organizing, researching, and maintaining law office files
- Ability to understand and follow directions and compose routine correspondence and legal pleadings from brief instructions
- Making arithmetic calculations with speed and accuracy
- Using initiative and sound independent judgment within established guidelines
- Operating standard office equipment, such as a personal computer and centralized telephone equipment
- Typing accurately at a rate of 60 words per minute
- Ability to perform and complete accurate work under pressure and on time

### **Minimum Requirements**

A typical way of gaining the knowledge and skills outlined above is graduation from high school or equivalent and three years of secretarial experience in a law office. Some college or business school course work in law office administration is desirable. Successful completion of a course in paralegal studies is desirable.