

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32201
Job Class Code:	510	Salary Schedule:	ASRRLEGAL
EEO Category:	05	Grade:	16
Workers Comp Code:	8820		

Job Code Established:	07/22/88	Effective Date:	07/22/88
Job Code Revised:	10/01/98	Effective Date:	10/01/98

JOB CODE SERIES: Legal Series

JOB CODE TITLE: LEGAL ASSISTANT I

HRIS TITLE: LGL ASST I

CHARACTERISTICS OF THE CLASS: Works under the close supervision of an attorney or higher level paralegal during initial training and as new assignments are given. As experience is gained and/or when completing routine, basic assignments, supervision is of a more general nature. Non-trainee positions may be supervised by an administrative/managerial staff member. Has the authority to determine appropriate wording and phraseology in preparing routine legal reports/documents. Within established guidelines, makes preliminary determinations regarding grounds for complaint. No unusual working conditions. Performs basic paralegal work, including conducting legal research and writing drafts of legal documents such as briefs, opinions, motions, and related correspondence, usually in support of a non-litigating attorney or where an attorney is not the immediate supervisor. This class also serves as the trainee level for positions in the Arizona Office of the Attorney General. Work product consists of completed routine legal reports/documents; completed basic/routine legal research projects; drafts of more complex legal reports/documents. Responsible for timely and accurate completion of assigned tasks and projects. For learning and applying legal research principles/techniques and legal report writing/document preparation principles/procedures.

EXAMPLES OF DUTIES: Drafts routine legal correspondence, briefs, opinions and/or other documents to assist legal staff. Compiles, annotates, and indexes provisions of statutes, cases, and administrative decisions. Interviews persons wishing to file complaints and makes preliminary determination regarding adequacy of grounds. Interviews complainants or witnesses, taking legal or formal statements or depositions. Gathers data from manuals, statutes, rule books, codes, and regulations in order to make routine determinations and decisions. Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or apply in work activities. Researches laws in statute books, codes, and other sources, in order to be informed of wording, meaning, and intent of laws. Reads and studies instructional/informational material in order to increase and expand knowledge base to level of specialist in the work systems; such material often deals with a body of theory or concepts underlying a field of practice.

Compares data from several sources to assure accuracy of report statements, descriptions, or phraseology. Composes routine correspondences with subject matter in standard or established ways. Prepares detailed reports based on research, investigation, or inquiry, in prescribed format or on appropriate forms. Attends periodic workshops or training sessions to improve working knowledge and skills to specialist level in the work system; such training encompasses a body of theory or concepts underlying a field of practice. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or direct personal contact. Confers with agency officials, staff members, and representatives of other agencies to acquire information needed for immediate determinations or decisions. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the basic concepts, terminology, principles, and procedures of American law; the methods and techniques of writing briefs, opinions, reports, and other documents in established formats; the methods and techniques of legal research; the use of statutes, codes, and other legal resources; the functions and jurisdictions of local, State and Federal courts and related criminal justice agencies.

Ability to: extract and utilize information in statutes, court decisions, legal documents and records; interview and elicit information in a legal investigation; write legal documents; establish and maintain work relationships with representative of the courts and federal, state, and local government agencies.