

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32203
Job Class Code:	510	Salary Schedule:	ASRRLEGAL
EEO Category:	02	Grade:	19
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 III

HRIS TITLE: LGL ASST III

CHARACTERISTICS OF THE CLASS: Works under the limited supervision of an Assistant Chief Counsel, Chief Counsel, or comparable level attorney, with discretion in selecting work methods and procedures and some discretion in setting work priorities. Determines appropriate wording/phraseology for preparing complex legal reports/documents. Determines appropriate method/procedure for completing assigned research projects. Some authority in prioritizing daily work activities. Performs major paralegal work in preparation of trial cases and in validating documentation prepared by lower level paralegals, usually in support of/assistance to a Chief Counsel or Assistant Chief Counsel. Work product consists of completed complex legal documents/reports; completed complex legal research projects/investigations. Responsible for timely and accurate completion of assigned work projects, with a very high level of quality. May validate work of lower level paralegal/support staff.

EXAMPLES OF DUTIES: Prepares cases for legal actions of various kinds; secures evidence and documentation, prepares arguments or petitions in writing for appropriate agencies. Resolves technical or work procedures problems and questions presented by lower level paralegal staff. Instructs and guides lower level paralegal staff in carrying out a variety of tasks. Reviews and verifies work of subordinate-level workers, for quality control. Researches laws in statute books, codes and other sources, in order to be informed of wording, meaning, and intent of laws. Confers with prosecutors and court officials regarding court case, trial, evidence, or depositions. Investigates incidents or violations by collecting evidence, interviewing witnesses, and resolving questions. Reads and interprets state, federal, and local codes, laws and regulations in order to prepare reports or apply in work activities. 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 determinations and decisions. Writes synopses, briefs, abstracts, or condensations of cases, activities, actions, or operations, based on review of records for time period; prepares for distribution. Confers with and interviews witnesses to obtain information in investigations of law violation or noncompliance with regulations. Reads and analyzes recent court decisions affecting program requirements, policies, methods, standards, procedures, or goals. Composes correspondence dealing with legal subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Gives and receives information requiring considerable judgment and authority regarding current specific business of the work unit by telephone or direct contact. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, and making decisions. Performs related work as required.

WORK CONDITIONS: No unusual working conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the concepts, terminology, principles and procedures of American law; the methods and techniques of legal research; the use of statutes, codes and other legal resources; the methods and

techniques of legal research; the methods, techniques, and principles for writing briefs, opinions, reports and other legal documents in established formats; the functions and jurisdictions of local, State, and Federal courts and related criminal justice agencies.

Ability to: extract and use information from statutes, court decisions, legal documents and related records; interview and elicit information in a legal investigation; write complex legal documents/reports; establish and maintain work relationships with representatives of the courts and Federal, State, and local government agencies; apply work management principles and techniques.