

LEGAL ASSISTANT III

NATURE OF WORK

This is advanced paraprofessional and technical work assisting attorneys with a wide variety of civil law cases. Work includes, in addition to basic research activities, complex and specialized assignments. Supervision is received from a professional superior and work is reviewed through periodic conferences, reports and results obtained.

EXAMPLES OF WORK

Serves as liaison with other County Attorney offices.  
Interacts and works with the various County departments.  
Handles public inquiries about the existence of County ordinances.  
Maintains ordinance index, legal opinion/brief bank and law library.  
Photocopies documents, court opinions, files and other items, as needed in performance of work and as requested by attorney.  
Gathers and analyzes information.  
Drafts, organizes and digests legal documents.  
Prepares preliminary drafts of pleading for review by attorney.  
Researches legal issues through legal reference books and modern computerized databases.  
Prepares and organizes exhibits and trial folders.  
Checks citations and shepherds cases.  
Summarizes depositions for review by attorney.  
Prepares preliminary drafts of legal documents, e.g. contracts, ordinances, proclamations and resolutions for review by attorney.  
Reviews and/or analyzes legal documents for attorney.  
Researches public records.  
Abstracts, prepares, digests and indexes various materials that have been compiled.  
Locates and analyzes relevant statutes, regulations and court cases.  
Summarizes depositions, interrogatories and testimony for review by attorney.  
Attends real estate closing, depositions, court or administrative hearings and trials with attorney.  
Examines title and bond documents.  
Conducts statistical and documentary research for review by attorney.  
Prepares drafts of pleading and briefs for review by attorney.  
Acts as liaison between the Health Department, the Environmental Control Hearing Board, the Environmental Control Appeal Board and the Environmental Control Officer.

**LEGAL ASSISTANT III - CONT'D**

**EXAMPLES OF WORK - CONT'D**

Supervises the daily work activities of the secretary in the Environmental Control Office.

Assigns and numbers all cases submitted to Environmental Control Office for action and to track disposition.

Drafts orders and stipulations for the Environmental Control Officer's review.

Receives and processes checks from respondents who stipulate to Health Department violations.

Tracks Environmental Control Hearing Board and Environmental Control Appeal Board orders for future disposition and/or action.

Maintains ledger for payment of all fines imposed.

Corresponds with respondents regarding approved stipulations.

Pursues initial collection of fines ordered by the Environmental Control Hearing Board using approved format.

Compiles, prepares and maintains records of hearings for review/appeal purposes.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of research tools to obtain access to federal, state, county, municipal, common and constitutional law affecting local government, including ordinances.

Knowledge of ordinances, charter provisions and federal and state statutes relating to the authority and function of local government departments and agencies.

Ability to assist in the preparation of trials.

Ability to prepare a variety of legal documents.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships at all levels.

Ability to gather and organize information.

Proficient on a PC, including Westlaw applications.

Ability to work independently and to adhere to direction of supervising attorney.

Ability to work independently.

Ability to work with minimal supervision.

Ability to explain, apply and interpret rules, regulations, procedures, policies and precedents in a clear and concise manner, verbally and in writing.

Ability to perform complex research and review complex documents, such as bond documents and non routing matters.

Ability to plan, organize and coordinate the work of others.

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AT WILL

LEGAL ASSISTANT III - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

Ability to effectively communicate orally and in writing.  
Ability to keep records and make reports.  
Ability to organize and exercise independent judgment.

MINIMUM REQUIREMENTS

Graduation from an American Bar Association approved legal assistant program with four (4) years of legal assistant experience; or certified legal assistant designation with four (4) years legal assistant experience; or any equivalent combination of training and experience.

Rev. 12/2005