



Fulton County, Georgia Classification Specification

LEGAL ASSISTANT (490015)

Purpose of Classification:

The purpose of this classification is to provide legal support and assistance to attorneys, judges, the courts, or other legal personnel. Work involves supporting attorneys and judicial functions by conducting legal research and assisting with case preparation, preparing legal documents, maintaining case files, and maintaining calendars. Legal Assistant is distinguished from Legal Specialist in that the former provides a combination of secretarial and paraprofessional legal support, whereas the latter performs more independent paraprofessional and professional legal work.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists attorneys with preparing cases for hearings and trials: reviews case files and evidence; conducts legal research; analyzes information from legal sources such as statutes and case law; interviews victims, witnesses, or clients; creates graphs, charts, and other exhibits for use in court or case analysis; summarizes case information; prepares trial checklists and notebooks; attends court with assigned attorneys to provide support; and makes recommendations regarding charges, investigations, and other case activities.

Prepares a variety of legal documents, reports, and court orders: drafts correspondence, subpoenas, indictments, pleadings, briefs, motions, warrants, or other legal documents; reviews correspondence and documents for correctness and legal compliance; notarizes documents; files pleadings and legal documents with courts; and generates, prints, copies, and distributes legal documents and reports, including GCIC criminal histories.

Prepares or requests/receives discovery: compiles, files, and mails discovery packet and responses to discovery requests; processes discovery by copying, recording, and filing information, reports and evidence; and requests or orders further needed information.

Maintains computerized and physical case files and information using specialized databases and records systems: initiates case files in specialized databases; locates, collects, and assembles physical case files according to established procedures; inputs and modifies a variety of legal data and information; monitors court appearances and updates case files accordingly; verifies data and information are complete and up-to-date; and closes and archives case files.

Coordinates and maintains calendars: determines availability of courts, attorneys, litigants, and judges; schedules appointments, conferences, and court dates; makes travel arrangements; monitors calendars, due dates, and open cases; and ensures materials are available for conferences and court dates based on calendars.

Serves as initial contact/resource person by screening calls, visitors and mail: receives, reviews, and routes legal documents and correspondence; responds to requests for information and assistance; interprets and explains policies and procedures; researches and gathers information to provide accurate answers and information; and refers more technical questions or issues to appropriate legal staff.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, attorneys, judges, law enforcement, other employees, clients, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associates Degree in paralegal studies or a related field required; supplemented by two years of legal support experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: May require certification as a Notary Public.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires knowledge of legal terminology, judicial processes, and court procedures. Requires knowledge of legal research methods and techniques.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.