

## EDITED KSAPC LISTING

### CLASSIFICATION: GRADUATE LEGAL ASSISTANT

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

KSAPC Statements	
K1.	General knowledge of legal principles and their application to ensure effective communication with staff, clients and the courts.
K2.	General knowledge of the use of legal reference works to ensure efficient delivery of legal advice and effective presentation of legal analysis
K3.	General knowledge of legal terms in order to ensure correct presentation of written materials
K4.	<b>General knowledge of modern office procedures, and equipment (e.g., alphabetize, organize, inventory, fax, photocopier, scanner, computer and printer, etc.) in order to complete work assignments.</b>
K5.	<b>General knowledge of Business English and correspondence in order to proofread, (e.g., grammatical construction, correct errors and clarity of documents, etc.) and effectively communicate with staff and others, etc.</b>
K6.	<b>General knowledge of the judicial process, department and legal procedures and practices and multiple/specialized areas of law to ensure that the proper documents are filed with the courts and/or administrative agencies and that court mandates are met.</b>
K7.	<b>General knowledge of proper format of State and Federal citations (e.g., case law, legislative, judicial, etc.) to ensure documents meet court mandated guidelines.</b>
K8.	<b>General knowledge of legal resources from traditional library references and software applications (e.g., Westlaw, ProLaw, California Statutes, etc.) in order to effectively research and analyze legal concepts.</b>
K9.	<b>General knowledge of rules of evidence and procedures in order to provide effective representation to Administrative and Superior Courts.</b>
S1.	<b>Assume leadership role over a given assignment (e.g., organize case files, litigation tracking, train student assistants, etc.) to ensure information is readily available when needed.</b>
A1.	Reason logically in order to effectively analyze legal concepts and communicate with attorneys.
A2.	Analyze situations accurately and adopt an effective course of action in order to complete work assignments.
A3.	<b>Establish and maintain effective working relationships with staff in order to preserve a professional work environment and gain the cooperation of others.</b>
A4.	<b>Independently prepare correspondence (e.g., memoranda, letters, reports, etc.) to assist attorneys in preparing correspondence.</b>
A5.	<b>Communicate effectively (written and orally) in order to provide assistance/direction to staff and others, exchange information, write reports/memoranda/letters, etc.</b>
A6.	<b>Follow directions (written and verbal), by attorneys and/or managerial staff with minimal instruction to complete work assignments.</b>

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<b>KSAPC Statements</b>	
A7.	<b>Analyze situations accurately and take effective action, in order to deal tactfully with a wide range of inquiries; and applies specific laws, rules, and office policy and procedures.</b>
A8.	<b>Screen mail, visitors, and telephone calls to effectively determine the importance and respond appropriately.</b>
A9.	<b>Interact tactfully with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses, ensuring a professional representation of the Department.</b>
A10.	<b>Work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks and assist the attorneys and/or managerial staff.</b>
A11.	<b>Give information and provide assistance, while utilizing good judgment and discretion to effectively communicate information to staff and others.</b>
A12.	<b>Maintain case files and records (e.g., case files, timesheets, travel expense claims, and supply requisitions, etc.) to ensure information is readily available when needed.</b>
A13.	<b>Use tact to effectively represent the Department's position and/or to bring clients to a consensus.</b>
A14.	<b>Exercise negotiation skills to effectively represent the Department's position and/or to bring clients to a consensus.</b>
PC1.	<b>A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion</b>