

EDITED TASK LISTING

CLASSIFICATION: LEGAL ASSISTANT

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

Task Statements	
1.	Assists departmental attorney in reviewing legal documents to determine compliance with statutes, utilizing regulations, local rules, department policies, and other reference materials as required
2.	Conducts routine legal and factual research using manual and electronic resources as required
3.	Assists departmental attorney with document review to determine completeness of final work product utilizing Microsoft Office and online resources
4.	Assists departmental attorney by coordinating witnesses, processing subpoenas, summarizing depositions, organizing exhibits utilizing organizational skills and computer resources as required
5.	Independently prepare general correspondence, memorandums and reports utilizing Microsoft Word in order to assist departmental attorney as needed
6.	Independently prepare fact sheets, utilizing Microsoft Word in order to assist departmental attorney as needed
7.	Assists departmental attorneys with case management utilizing the legal database (i.e., Prolaw) in order to calculate statute of limitation, track litigation and administrative related deadlines as needed
8.	Communicates with state and federal courts in order to obtain trial dates and procedures used for that specific court utilizing effective communication skills and other departmental resources as applicable
9.	Communicates with other state agencies in order to obtain policy and procedures used for general information as it relates to a specific case utilizing effective communication skills and other departmental resources as applicable
10.	Communicates with the opposing counsel in order to verify dates, confirmation of faxes and correspondence utilizing effective communication skills and other departmental resources as applicable
11.	Communicates with client, state and federal courts, departmental agencies concerning hearing notices, court filings, facsimile filing, and court call utilizing standard office equipment as requested by departmental attorney
12.	Organizes trial documents for the departmental attorney utilizing computer, office equipment and supplies, as directed
13.	Organizes trial exhibits for the departmental attorney utilizing computer, office equipment and supplies, as directed
14.	Organizes trial binders for the departmental attorney utilizing computer, office equipment and supplies, as directed
15.	Assists the legal analyst in the preparation of pleadings by utilizing the computer, research tools and internet as directed
16.	Assists the legal analyst in the preparation of motions by utilizing the computer, research tools and internet as directed

Tasks highlighted in bold text are not currently on the SPB classification specification

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17.	Assists the legal analyst in the preparation of complaints by utilizing the computer, research tools and internet as directed
18.	Independently prepare time sensitive proof of service utilizing the computer that verifies the respondent was properly served legal documents
19.	Independently arrange service of process of documents utilizing the telephone and/or internet as required
20.	Independently review case file to ensure all documents are present, utilizing departmental policy and procedure, prior to submission to the attorney
21.	Prepares case logs, checklist, inventory, status and progress reports by utilizing the legal database in order to produce workload reports as directed by supervising attorney
22.	Attends staff meetings to obtain current information as provided by supervisor on an as needed basis
23.	Attends weekly team meetings to discuss case assignments, and status in order to meet deadlines
24.	Attends hearings, depositions and settlement/negotiation meetings in order to assist the attorney with case material and note taking as required
25.	Creates and maintain electronic and manual systems in order to retrieve case management information by attorneys on an as needed basis
26.	Assists with preparation of discovery, trials, hearings, answer to inquires, settlement conferences and/or presentations utilizing written and verbal communication skills as needed
27.	Uses litigation support applications and standard office software including Prolaw, Computerized Calendaring, Word Perfect, Excel, Microsoft Word, Power Point, Group Wise or Outlook, basic transcript software and Internet
28.	Uses Personnel Computer (PC) or laptop and peripheral computer hardware devises such as jump drives, CDs, DVDs and digital scanners in order to accomplish tasks
29.	Access court websites including PACER and Judicial Counsel in order to obtain dockets or filed documents on as needed basis
30.	Research and apply local rules of court, California Rules of Court; California Civil Code of Procedure (CCP), and Federal Rules of Civil Procedure in order to determine compliance with statutes, regulations, department policies, and other reference materials
31.	Creates case files, dockets, input basic case data in litigation tracking system and obtain copies of any related case document as required
32.	Updates attorney on pending changes of local rules of court, filing procedures and internal procedures utilizing the internet and manuals as needed
33.	Participates in investigative interviews and assist in developing interview questions utilizing communication and writing skills as required

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34.	Creates training materials on internal policy and procedures utilizing office software as needed
35.	Updates training materials on internal policy and procedures utilizing office software as needed
36.	Manages evidence, tracks and marks court exhibits entered into evidence and keeps notes of testimony utilizing organizational skills as required
37.	Prepares a pre-trial package that identifies all documents, witnesses, issues and defenses utilizing standard office supplies and organizational skills for use by attorney as required
38.	Schedules witnesses for depositions, interviews and other court related proceedings utilizing communication and organization skills as needed
39.	Designs and/or maintain index of prior opinions, decision and brief banks for departmental attorneys for their use in preparing litigation documents as required
40.	Organizes exhibits and attachments within a case using a labeling or tab system as required
41.	Prepares files for opening and closing cases utilizing internal administrative procedures as required
42.	Prioritize work assignments and in-basket material to ensure completion within established timeframes and by expected deadlines
43.	Determine appropriate course of action based on available data from variety of alternates utilizing good judgment on a daily basis
44.	Proofread all work product (e.g.,cite check, sheperdize etc.) to check for spelling, grammar, punctuation, proper legal citations and proper formatting utilizing a computer and various software on a daily basis