



Orange County Department of Education
Human Resources Department
Confidential Class Specification

Class Code: 3005
Date Adopted: February 24, 2015

FLSA Status: Nonexempt
Union Representation: Unrepresented

LEGAL ASSISTANT

GENERAL PURPOSE

Under the immediate direction and supervision of an attorney or paralegal, conduct legal research and technical legal procedures and other support functions to assist the attorneys and paralegal in OCDE's Legal Services department; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Legal Assistants perform legal research and technical support in a legal department that provides legal consultation and advice and representation services to school districts, community college districts, regional occupational programs, special education local planning areas, and all OCDE departments. Incumbents provide legal research support to attorneys and paralegal and interact on behalf of attorneys with a wide variety of clients on legal matters that are often urgent and very sensitive in a varied and fast-paced environment. Work requires a thorough knowledge of legal research and concepts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts legal research including federal and state statutes and regulations, case law, and legislation utilizing OCDE's Legal Services law library, on-line legal research systems, and state and county public agency resources; and organizes and applies research to various legal matters.
2. Assists in drafting legal documents including research memoranda, correspondence, motions, and briefs in response to legal matters; files documents in court or with administrative agencies in administrative proceedings.
3. Reviews legal documents and forms for completeness and conformance to applicable court rules and conventions and verifies citations and legal references.
4. Identifies, extracts, and compiles electronically stored information for distribution in Public Records Act requests, subpoenas, and e-discovery and information practices in conformance with applicable statutory requirements.
5. Researches and recommends primary and secondary legal references for the law library, including on-line resources, and maintains and updates the law library.

OTHER DUTIES

1. Responds to routine legal matters and takes appropriate action to obtain requested information. Prepares legal documents and exhibit binders for filing in court and administrative due process matters.
2. Locates and identifies relevant legislation and case law for the preparation and updating of client guides and workshops, and compiles and prepares statistical reports.

QUALIFICATIONS

Knowledge of:

1. Legal research and writing and procedures.
2. Proper legal format of legal memoranda, pleadings, briefs, exhibits, and legal forms.
3. Court/administrative agency rules, filing requirements and timeframes used in legal practice and proceedings, including e-discovery statutes and rules.
4. Legal reference materials and their contents, including on-line references.
5. Principles and practices of sound legal and business communication.
6. Correct English usage, including spelling, grammar, punctuation, and citation.

Ability to:

1. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
3. Compose correspondence and prepare standard legal documents with a high attention to detail and accuracy.
4. Communicate clearly and effectively orally and in writing.
5. Prepare clear, accurate, and concise records and reports.
6. Maintain highly sensitive and confidential information.
7. Deal with sensitive and difficult situations.
8. Establish and maintain highly effective working relationships with OCDE and district client executives, executives and legal counsel of agencies served by Legal Services, staff, outside legal counsel, litigants and claimants, and others encountered in the course of work.
9. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an Associate's degree in political science or a closely related field with demonstrated knowledge of legal principles, and at least five years of experience in a legal office or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Legal Assistant or Paralegal certificate from an ABA-approved school designating successful completion of an appropriate Legal Assistant or Paralegal training program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift and move up to 25 pounds. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; analyze and solve problems, read and interpret information and documents; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with OCDE and district client executives, executives and legal counsel of agencies served by Legal Services, staff, outside legal counsel, litigants and claimants, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.