

CLASS SPECIFICATION

Yuba County Superior Court

October 2006

CLASS TITLE: LEGAL OFFICE ASSISTANT I/II

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Provide a variety of routine to difficult legal office support to various court divisions, which is often confidential in nature and may include receptionist-type duties, document processing, typing, word processing, computer entry, record keeping and filing; perform related work as assigned.

CLASS CHARACTERISTICS:

LEGAL OFFICE ASSISTANT I:

This is the entry level class of this legal office support series. Initially under close supervision, incumbents learn legal office and court procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Legal Office Assistant II's and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

LEGAL OFFICE ASSISTANT II:

The journey level class of this series must be fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary depending upon the division to which assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Process various legal documents such as court orders, criminal records, petitions, complaints, proofs of service, arrest warrants, and other legal documents.
- Type correspondence, reports, forms and specialized legal documents related to the functions of the division to which assigned from drafts, notes, dictated tapes or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions.
- Enter and retrieve information from a case management system, following established formats and menus.
- Conduct specific projects related to the court.
- Establish and maintain office files; research and compile information from such files; purge files as required.
- Order supplies, printed forms and small office equipment; manage inventory of forms and supplies.
- Process and distribute incoming and outgoing mail for the court; assemble materials and reports for mailings.
- Operate standard office equipment including word processors, computers, scanners, copiers, facsimile equipment, folders/inserters, and telephones, may operate microfilm and other court-specific equipment after training.
- Prepare and update a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources.
- Organize, maintain and purge various division files.
- Compile data from multiple sources to complete and process documents and forms in accordance with established procedures.
- Provide information to the public regarding court policies and procedures.
- Receive and process fees, fine or other money; prepare receipts and balance money received.
- Perform other related work as required.

QUALIFICATIONS:

Knowledge of:

LEGAL OFFICE ASSISTANT I:

- The use of specified computer applications involving word processing, data entry and/or standard report generation.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

LEGAL OFFICE ASSISTANT II - IN ADDITION TO THE ABOVE

- Legal office terminology, forms, documents and procedures.
- Policies and procedures related to the division to which assigned.

Ability to:

LEGAL OFFICE ASSISTANT I:

- Perform detailed office support work.
- Maintain accurate office files.
- Accept money and make accurate arithmetic calculations.
- Compose correspondence independently or from brief instructions.
- Type at a rate of 40 words per minute from printed copy.
- Enter numerical and related information into a computer system with speed accuracy.

LEGAL OFFICE ASSISTANT II: - IN ADDITION TO THE ABOVE

- Read and understand legal and court documents and extract relevant information.
- Use applicable legal office terminology, forms, documents and procedures in the course of the work.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, setting priorities and meet critical timelines.
- Deal successfully with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

Experience:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

LEGAL OFFICE ASSISTANT I:

Equivalent to graduation from high school and **TWO** years of general clerical or office assistant experience.

LEGAL OFFICE ASSISTANT II:

In addition to the above, **ONE** year of experience in providing office support to a court or legal office.

Working Conditions:

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable.

Physical Demands:

Incumbents in this class are expected to: work inside buildings; work either alone or closely with others; lift and carry objects weighing up to 25 pounds; move about; sit for long periods of time. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.