

LEGAL CLERK I

NATURE OF WORK IN THIS CLASS:

This is paralegal clerical work.

Employees in this class perform paralegal clerical duties independently after initial training and work under closer supervision on a variety of complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Maintains status records of legal documents/cases for follow up with proper attorneys or other administrative personnel.

Maintains calendars for attorneys, outlining schedules of trials and interviews.

Types routine legal documents and correspondence.

Files legal documents in court.

Delivers various messages to various agencies and individuals; collects, sorts, and distributes mail.

Assists administrative staff and legal technicians in the preparation of arraignment and subpoena forms and other related clerical matters.

Assists in maintaining the filing system of the department.

Performs preliminary interviews of clients and/or witnesses.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard office policies, practices and procedures.

Ability to learn, interpret and apply legal terminologies, documents and procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

Skill in the use and care of office machines and equipment.

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MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in office clerical work, including one year working in a legal office; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.



DAVID R. FLORES, Executive Director
Civil Service Commission

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