

## LEGAL CLERK II

NATURE OF WORK IN THIS CLASS:

This is complex paralegal clerical work.

Employees in this class perform the full range of complex paralegal clerical duties, including independent work in specialized areas and may often serve as team or group leaders over less experienced clerical staff.

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.)

Prepares research reports, memoranda, subpoenas, notices, complaints, information, petitions, motions, and pleadings for the signature of the attorneys.

Reviews documents and papers presented for court approval or signature for accuracy, proper form, and conformity with court decisions and procedures.

Interviews witnesses relative to cases as directed.

Informs all parties concerned relative to hearings and other aspects of case activities as directed.

Prepares monthly/annual reports; compiles statistics on cases; and prepares and maintains records and cross index cards for all cases filed and/or tried in the courts.

May lead the work of lower level clerks.

May act as a language interpreter.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard legal office clerical policies, practices and procedures.

Knowledge of legal terminologies.

Ability to collect and organize facts and evidence.

Ability to prepare clear and concise reports.

Ability to lead the work of others.

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Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience as a Legal Clerk I or equivalent work; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission

Established: July 1980