

**Position Title:** Legal Assistant I  
**Department:** Administration  
**FLSA Status:** Included  
**Class:** 5131  
**Pay grade:** 74  
**Prepared Date:** 02/07/2011

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The primary responsibility of the Legal Assistant I is to provide highly efficient and professional clerical duties to the agency and legal staff. Duties include, but are not limited to:

- a) Types correspondence and other materials on general or legal subjects; types routine acknowledgments in response to inquiries.
- b) Assist clients as necessary.
- c) Prepares and maintains files and records.
- d) Acts as office receptionist, answers telephone; greets, announces and routes visitors/clients.
- e) Types with speed and accuracy, proficient in word processing systems and associated peripherals.
- f) Reads incoming mail and independently composes reply when attorney's personal attention is not required.
- g) Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.
- h) Keeps attorney's appointment calendar and maintain schedules of meetings, appointments, legal hearings, trials and sentencing's.
- i) Establishes and maintains a comprehensive filing system.
- j) Handles calls regarding cases and court hearings in attorney's absence.
- k) Prepares general legal forms and pleadings independently.
- l) Completion of monthly reports, data input into case management system.
- m) Maintains confidential case follow-up and other essential legal records and files.
- n) Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Ability to:**

Communicate effectively and professionally with clients and staff  
Use correct English grammar, spelling, and punctuation  
Follow written and oral instructions and procedures  
Exhibit sound judgment and good listening skills  
Handle matters with integrity and confidentiality

Plan and prepare reports, correspondence, and charts in a variety of formats  
Use personal computer and general office equipment  
Be extremely organized, establish priorities, and meet deadlines  
Maintain an effective filing system  
Manage multiple assignments simultaneously including long- and short-range projects  
Be flexible in work assignments and processes based upon need  
Travel to various locations throughout the circuit for assignments and training  
Effectively utilize Microsoft Word and Outlook

### **EDUCATION and/or EXPERIENCE**

Graduation from high school and two years of progressively responsible secretarial experience, or an equivalent combination of training and experience. An equivalency diploma issued by a state department of education or by the United States Armed Forces Institute may be substituted for high school graduation. Prior legal experience preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, technical procedures, legal documents and governmental regulations. Ability to write business correspondence.

### **COMPUTER SKILLS**

Basic computer skills are required including: keyboarding, use of PC's, printers, etc. Microsoft Office experience required.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

### **REASONING ABILITY**

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to be mobile, speak and hear. The employee frequently is required to sit and reach. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

Valid Florida Driver's license.

### **WORK ENVIRONMENT**

The noise level for this position is moderate.

### **EQUIPMENT UTILIZED**

Personal computers, printers, copiers, scanners, telephones, calculators, cell phone

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and

requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities. Employees of the Office of the Public Defender are **at-will** employees. This document does not create employment contract, implied or otherwise, and may be revised or rescinded at any time, due to operational necessity, at the sole discretion of the Public Defender.

I acknowledge that I am capable of performing each of the essential Duties and Responsibilities. I am able to meet the Physical Demands as described or I will otherwise inform my Supervisor and/or Human Resources to process a formal request for Reasonable Accommodation according to ADA Regulations.

Print Name \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_