

EXECUTIVE LEGAL ASSISTANT

DEFINITION

Performs a variety of specialized, complex, and confidential administrative support duties for the General Counsel and manages the clerical operations of the office.

TYPICAL DUTIES

Performs complex, diverse administrative support duties to relieve the General Counsel of routine administrative details and manages the clerical operations of the office.

Plans, assigns, and supervises the work of assigned staff.

Ensures efficient clerical procedures and records management and makes recommendations on improvements.

Prepares a variety of legal correspondence and legal documents, including pleadings, subpoenas, motions, continuances, stipulations, resolutions, contracts, interrogatories, legal opinions, and briefs utilizing a variety of software applications.

Answers inquiries and explains office policies, rules, and procedures to administrators, the general public, staff, and representatives from other public agencies.

Proofreads and edits correspondence, reports, and other related materials for accuracy, completeness, and compliance with established procedures and standards.

Processes a variety of civil actions in conformance with court procedures.

Reviews and processes vendor invoices, including but not limited to fees and costs of outside counsel.

Indexes, files, locates, and researches correspondence, legal opinions, court decisions, and other related documents.

Assists in the preparation of agenda, bulletins, reports, correspondence, and other materials.

Researches and summarizes data for reports or meetings.

Compiles and assembles various legal materials from files and other sources for the General Counsel's use.

Trains assigned staff in office procedures and evaluates and advises them on work performance.

Screens mail, telephone calls, and visitors to determine the nature and urgency of business and exercises judgment in referring them to the General Counsel or appropriate staff.

Maintains a calendar of office activities, court dates, meetings, and other events.

Prepares necessary travel and reimbursement documents for staff.

Assists in the preparation and monitoring of the office budget.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Legal Assistant** manages the clerical operations of the office and provides confidential and complex administrative support to the General Counsel requiring knowledge of specialized practices, procedures, and terminology related to a law office. Considerable latitude for independent action in carrying out administrative detail is an essential characteristic of this class. Contact with high-level representatives of the District and the public is routine.

A **Legal Secretary** performs secretarial and clerical duties which require a knowledge of specialized practices, procedures, and terminology related to the operation of a law office.

SUPERVISION

General supervision is received from the General Counsel. Immediate supervision is exercised over assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of law office management
- Office methods, procedures, and equipment
- Legal procedures and terminology
- Forms and documents used in legal clerical work
- Legal procedures and practices involved in composing, processing, and filing a variety of legal documents
- Standard legal references and their contents
- Proper English usage, spelling, grammar, and punctuation
- Capabilities of computer hardware, systems, and applications common to a law office environment
- Basic research methods
- Fundamentals of budgetary process and procedures
- Principles and procedures of record storage, control, retrieval, and management
- Principles of supervision and training
- Customer service techniques for public contact in person and on the telephone

Skill in:

- Using computer and other standard office equipment
- Interpersonal communications

Ability to:

- Provide administrative assistance to an executive
- Organize and prioritize work assignments related to the clerical operations of a law office
- Perform complex legal clerical work
- Communicate effectively, orally and in writing
- Compose, edit, and format complex correspondence and reports
- Effectively utilize computer software typically found in a law office environment
- Understand, interpret, and apply pertinent laws, rules, policies, procedures, and directions
- Train, supervise, and evaluate subordinate staff
- Keep office matters strictly confidential
- Critically review source data and detect and correct errors
- Work independently while using sound judgment, initiative, and discretion
- Work effectively under pressure
- Evaluate work methods and efficiency
- Understand the organization and operational objectives of the Los Angeles Community College District
- Establish and adjust to changing priorities
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with administrators, staff, and the public
- Maintain and use legal opinion, subject files, and a library of legal publications
- Learn specialized software applications and systems used in assigned office

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent

AND

- A. Possession of a Legal Administrative Assistant Certificate or its equivalent and three years of full-time paid experience performing a variety of legal administrative assistance or legal secretarial duties.

OR

- B. Five years of full-time, paid experience performing a variety of legal administrative assistance or legal secretarial duties.

Special:

Must type 40 words per minute using a computer keyboard.