



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## LEGAL ASSISTANT I

<b>Group-Section:</b> Office of the General Counsel	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 33 <b>Job #:</b> VA09
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### JOB SUMMARY

This is the intermediate level position performing Legal Assistant I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level perform confidential duties in support of attorneys and/or paralegals and are provided established procedures for doing the work. The work consists of duties that involve related steps, processes, or methods, and the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Assists in preparing a variety of litigation documents, such as pleadings, motions, briefs, and other related documents. Assists in filing legal documents with state and federal courts, and serves documents on all parties. Assists in preparing and serving discovery related documents.
2. Calendars court hearings, appearances, and response dates for assigned attorneys.
3. Assists in organizing, redacting, and converting documents in response to Public Records Act and discovery requests.
4. Assists in preparing and processing transactional documents, such as contracts, agreements, leases and other related documents.
5. Composes and prepares routine correspondence. Transcribes dictation from various media. Formats, proofreads, edits, and routes Board letters.
6. Places and receives telephone calls, takes and transmits messages, and establishes priority for those requiring immediate action.

7. Makes travel arrangements, prepares expense reports, records attorney time by matter, and handles other requests. May maintain attorney calendars and make appointments.
8. May schedule and coordinate depositions, appointments, mediations, and other legal proceedings with court reporters, witnesses, outside counsel, opposing counsel and other parties, and maintain docket of litigation cases.
9. Assists in classifying, indexing, cross-referencing, and filing litigation and administrative documents according to applicable protocols.
10. May serve as Board Letter Coordinator.
11. May participate on a project team.
12. Performs other related Legal Assistant job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Associate's degree from an accredited college or university and two years of relevant experience in a legal setting. Completion of a legal secretarial program that required a minimum of one year of study may be substituted for one year of experience.

**Required Knowledge of:** Basic legal terminology, forms, formats, procedures, documents, and office operations and practices; the court system and court rules; litigation procedures; proper format of legal citations; principles of indexing and maintaining legal case and administrative files; English usage, spelling, grammar, and punctuation and business letter writing; and current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, computers; and current office technology and equipment.

**Required Skills and Abilities to:** Organize work; proofread, think critically, and manage their time well; type at a minimum speed of 60 wpm; understand, apply, and implement administrative policies, practices, and procedures; maintain attention to detail; maintain confidentiality; compose routine correspondence and accurately prepare legal forms and documents; review legal citations to ensure accuracy; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- None

**Registrations**

- None

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.