



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## LEGAL ASSISTANT III

<b>Group-Section:</b> Office of the General Counsel	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 41 <b>Job #:</b> VA11
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### JOB SUMMARY

This is the advanced journey level position performing Senior Legal Assistant job duties.

### DISTINGUISHING CHARACTERISTICS

This is a high level legal assistant position requiring the ability to work independently, perform a broad range of legal duties in support of attorneys and paralegals, and is recognized as a technical specialist. Ability to make independent decisions regarding work priorities which include interpreting data, planning of the work, refining methodologies and techniques, problem solving as well as providing recommendations. Provides guidance and performs basic research techniques and methods to adapt to changing requirements, practices and procedures within the legal environment. This position requires initiative, problem solving skills, use of sound judgment within area of responsibility, and routine handling of sensitive and privileged information. The work product or service may affect activities or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Supervision Given:** Acts as a project or area of practice lead when required and able to work independently. Coordinates and reviews work assignments of employees performing the same general work as the lead on an as needed basis. Responsibilities may involve solving problems and providing instructions on work processes and procedures.

### JOB DUTIES

1. May lead and coordinate the work of administrative support staff; and may provide staff training.
2. Prepares a variety of litigation documents, such as pleadings, motions, briefs, and other related legal documents. Files legal documents with state and federal courts and other administrative or regulatory offices, and serves documents on all parties. Prepares and serves discovery related documents.
3. Serves as a liaison with court personnel, other agencies, attorney services, and other vendors as required.

4. Calendars court hearings, appearances, and response dates for assigned attorneys. Monitors status of active cases including tentative rulings and orders.
5. Organizes, redacts, and converts documents in response to Public Records Act and/or discovery requests.
6. Prepares and processes transactional documents, such as contracts, agreements, leases and other related documents.
7. Composes and/or prepares correspondence. May transcribe dictation from various media.
8. Places and receives telephone calls, takes and transmits messages, and establishes priority for those requiring immediate action.
9. Makes travel arrangements, prepares expense reports, records attorney time by matter, and handles other requests. May maintain attorney calendars and make appointments.
10. Coordinates depositions, appointments, mediations, and other legal proceedings with court reporters, witnesses, outside counsel, opposing counsel and other parties, and maintain docket of litigation cases.
11. Classifies, indexes, cross-references, and files litigation and administrative documents according to applicable protocols.
12. Acts as Board Letter Coordinator as scheduled and assists in Legal's processing and review of other District Board Letters as needed, which includes processing and routing of Board letters for monthly Board and Committee meetings.
13. Acts as Board Letter Coordinator performing functions such as formatting, proofreading, editing, and finalizing Legal Regular and Confidential Board Letters. May prepare and complete PowerPoint presentations pertaining to such.
14. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
15. 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 six 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; or two years in a MWD Legal Assistant II classification.

**Required Knowledge of:** Legal terminology, forms, formats, procedures, documents, and current office operations, and practices; the court system and court rules; litigation procedures; legal resources and legal research tools; image database software and legal timekeeping tools; proper format of legal

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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, equipment and technology including multi-line phones, copiers, facsimile machines, computers, and legal specific applications; project management; and current office technology and equipment.

**Required Skills and Abilities to:** Ability to think critically and make independent decisions when required. Prepare table of authorities and table of contents; type at a minimum speed of 60 wpm; understand, apply, and implement administrative policies, practices, and procedures; work effectively and maintain attention to detail; maintain confidentiality; compose correspondence and accurately prepare legal forms and documents; review legal citations to ensure accuracy; use independent judgment and exercise discretion; 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; lead and train; 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