



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LEGAL ASSISTANT II

Group-Section: Office of the General Counsel	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 37 Job #: VA10
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level perform a broad range of confidential duties in support of attorneys and/or paralegals and are fully competent and use judgment in interpreting and adapting guidelines.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Prepares a variety of litigation documents, such as pleadings, motions, briefs, and other related documents. Files legal documents with state and federal courts, and serves documents on all parties. Prepares and serves discovery related documents.
2. Calendars court hearings, appearances, and response dates for assigned attorneys. Monitors status of active cases including tentative rulings and orders.
3. Organizes, redacts, and converts documents in response to Public Records Act and/or discovery requests.
4. Prepares and processes transactional documents, such as contracts, agreements, leases and other related documents.
5. Composes and prepares 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. Classifies, indexes, cross-references, and files 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 four 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 I classification.

Required Knowledge of: Legal terminology, forms, formats, procedures, documents, and 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 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 legal specific applications; and current office technology and equipment.

Required Skills and Abilities to: Organize and prioritize work; proofread, think critically, and manage their time; 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; 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

Job Title: Legal Assistant II

Job Code: VA10

Adopted: 03/11/13

Revised:

Supercedes:

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- 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.