



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
LEGAL ASSISTANT
Classification Specification

DEFINITION

Under direction, performs a variety of complex and responsible administrative, secretarial, and clerical duties for the City Attorney; exercises independent judgment regarding office management issues and work situations; and provides related support work as required.

SUPERVISION RECEIVED AND EXERCISED

The Legal Assistant receives assignments and projects from the City Attorney, Assistant City Attorney and Deputy City Attorney with the City Attorney having the ultimate authority in assigning works.

May supervise small subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Legal Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Locates witnesses.
2. Obtains records and reports from various agencies and organization.
3. Organizes, summarizes and coordinates exhibits for trial.
4. Maintains chronology of cases including calendar and scheduling of appearance dates, deposition dates, etc.
5. Drafts form interrogatories, answers to form interrogatories, prepare documents for responses to requests for inspection of documents, and summarize depositions.
6. Assists in preparation of leases for different types of real properties.
7. Finalizes and file/service legal documents.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic General Law.

Principles of discovery procedures.

Knowledge and ability to research public records.

Basic principles of supervision.

Ability to:

Perform professional sub-paralegal duties.

Locate and subpoena documents and witnesses.

Finalize discovery responses prepared by Attorney's.

Establish and maintain cooperative working relationships with those contacted in the course of employment.

File documents in court and properly serve parties to lawsuits.

Set up files including preparation of digest of all pleadings, general records and evidence.

Maintain Chronology of cases including calendar and scheduling of the appearance dates, deposition dates.

Establish and maintain cooperative working relationships with those contacted during the course of employment.

EXPERIENCE AND TRAINING GUIDELINES

Experience:

Seven (7) years or more of experience with a governmental legal agency.

Training:

A Bachelor's degree and certificate in paralegal studies from a recognized school required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.