



City of Phoenix LEGAL ASSISTANT

JOB CODE 10030

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to assist the legal staff in technical assignments requiring interpretation and decision-making. Incumbents make judgments requiring familiarity with the Rules of Evidence, the rights of citizens, and the Code of Professional Responsibility. Duties are performed under the general direction of a Lead Legal Assistant or attorney. Some positions research applicable precedents, legal opinions, statutes, and orders, draft written briefs and opinions; prepare and review records, legal documents, and correspondence; interview witnesses, investigate evidentiary problems, and assist in case preparation and monitoring. Incumbents are expected to perform assignments with considerable independence once familiar with office policies.

ESSENTIAL FUNCTIONS:

- Performs case preparation duties including reviewing case records, assembling necessary information, and updating case progress in case jackets;
- Gives oral presentations and produces written reports;
- Researches a variety of legal problems by locating applicable precedents, legal opinions, statutes, and orders by computerized information or hard copy;
- Analyzes and organizes facts and evidence and presents material in written form;
- Interviews persons in person and over the telephone regarding complaints, depositions, and statements;
- Analyzes and investigates corpus problems and other evidentiary problems and summarizes information in detailed written form;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Legal terminology, principles, precedents, procedures, and research methods.
- Rules of Court, Evidence, and Discovery, Federal Privacy Act, Freedom of Information Act, and City ordinances.
- Investigative and interviewing techniques and procedures.



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Ability to:

- Understand and follow written and oral directions.
- Work cooperatively with other employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in a face-to-face, one-to-one setting.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

An associate of arts and sciences degree in a legal assistant program or related field or a combination of experience and training equal to completion of a two year legal assistant educational program, supplemented by courses and/or practical experience in criminal law, the criminal justice system, and legal research and writing. Other combinations of experience and education that meet the minimum requirements may be substituted.