

NEW CASTLE COUNTY GOVERNMENT

Number 1540

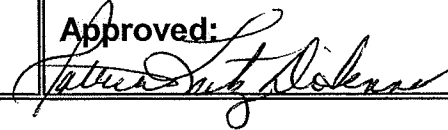
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Date 05/01/03

CLASS SPECIFICATION

Title: LEGAL ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Performs legal work for an attorney or legal advisor; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs important legal research and other law-related work. Employees do not have the ultimate responsibility for important legal decisions and trial work, inasmuch as their work is done under direct supervision of an attorney or legal advisor. This employee may either have studied at an accredited law school or have received legal assistant training.

EXAMPLES OF WORK: (Illustrative Only)

- Researches and analyzes law sources such as Federal, State, and County laws, ordinances, regulations, legal codes, and recorded legal decisions and other sources of information;
- Prepares legal memoranda, opinions, and research reports for an attorney or legal advisor;
- Assists in trial preparation;
- Assists in preparing ordinances and resolutions for County Council;
- Assists in providing legal counsel to the departments of the County Government under direct supervision;
- Performs title searches and lien searches;
- Provides assistance in the delinquent tax collection effort;
- Investigates facts in matters relating to various legal work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and practices of substantive and procedural law; good knowledge of the methods and sources of information and materials of legal research; good knowledge of the legal problems, limitations, and requirements relating to local government; some knowledge of, or the ability to rapidly acquire knowledge of, relevant Federal, Delaware and County laws, ordinances, and regulations and of the correct form of legislation to be presented to the County Council for action; some knowledge of, or the ability to rapidly acquire knowledge of, the organization, function, and operation of the Federal, State, County, and local governments

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CLASS SPECIFICATION

Date 05/01/03

Title: LEGAL ASSISTANT

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and other agencies with whom the employee may be required to work on legal problems; ability to do legal review and research work; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of one year of law school; or completion of a legal assistant training program; or two years of experience in related work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 09/25/74
Revised: 09/15/85
Revised: 03/01/94
Revised: 11/01/98
Revised: 05/01/03