

LEGAL SUPPORT STAFF–CONFIDENTIAL TITLE DEFINITION

I. TITLE DEFINITION

LEGAL SUPPORT STAFF-CONFIDENTIAL

This is specialized work related to the provision of legal support to legal counsel and/or staff attorneys in confidential matters relating to labor relations. Positions allocated to this title definition perform legal associate duties **OR** legal secretary duties. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

Legal Associate Allocation

- Draft a variety of standardized legal documents, such as pleadings, briefs, affidavits, stipulations, motions, releases, interrogatories, summonses, and complaints on non-controversial cases
- Collect and compile data necessary to assist in the preparation of answers to interrogatories, complaints, discovery requests, and other legal documents
- Gather and organize information and facts for case investigation, as directed by the attorney
- Identify and locate witnesses, and assist with the preparation and interviewing of witnesses
- Prepare and arrange for service of subpoenas
- Identify, gather, organize, and code documents and files in preparation for hearings or trials
- Apprise witnesses and opposing counsel as to hearing schedules
- Review and analyze documents, such as complaints, appeals, contracts, and agreements, to make preliminary determinations on jurisdiction, timeliness, issues, and parties
- Conduct preliminary research on questions of law for legal staff
- Abridge transcripts and other documents, such as medical evidence, and prepare statements of facts on the basis of transcripts or other documents
- Review hearing files and organize exhibits, examiner notes, and relevant documentation to prepare synopsis
- Prepare synopses by stating the administrative law judge's definition of the issue and preliminary remarks relating to jurisdictional matters or stipulations, paraphrasing entire testimony in first-person narrative style, identifying witness and party conducting the examination
- Determine whether testimony can be omitted from the synopsis
- Interpret policies and procedures
- Maintain manual logging or index systems and maintain computerized data bases of case assignments
- Coordinate case assignments for Administrative Law Judges and attorneys
- Assist with administrative rule revisions, preparation of digests, or changes to procedural manuals
- Plan and guide activities of staff providing support to attorneys or legal counsel and establish work priorities as lead worker
- Initiate requisitions or recommend acquisition of books, supplies and equipment for the office
- May perform some legal secretary duties Train new employees
- Independently initiate correspondence or inquiries to obtain further information relative to cases or in response to requests for information from the general public

- Establish or revise and implement office procedures
- Prepare reports and maintain records relating to budget, personnel, and administrative matters such as leave slips, travel vouchers, telephone charge sheets, purchase orders, and requisitions
- Ensure office equipment is serviced or maintained
- Monitor budget, invoices, billings, or other expenditures
- Initiate requisitions for services such as court reporting
- Confidential - Examples of confidential work: prepare legal documents related to the employer's strategy in collective bargaining, grievance process, or labor relations appeals or complaints where that information is not known to the union representative.

Legal Secretary Allocation

- Type a variety of legal documents, including pleadings, briefs, opinions, orders, affidavits, stipulations, releases, summons, complaints, and other documents such as memoranda, reports, and letters
- Transcribe dictation from notes or machines
- Prepare reports and maintain records relating to budget, personnel, and administrative matters
- Utilize word processing equipment or personal computers to generate reports for transcription or typing or to maintain databases
- Check citations and statute references, and prepare legal appendices
- Answer telephone, respond to routine inquiries, and screen visitors
- Schedule appointments and arrange meetings, and make travel arrangements
- Assign docket numbers and coordinate hearing schedules
- Prepare and maintain case files, client control cards, and records and logs
- Open and close files
- Interpret policies and procedures
- Maintain legal library
- Perform routine filing
- Compile statistical reports and records
- Open, date stamp, sort, and distribute mail
- Copy and arrange exhibits for hearing or trial presentations
- Arrange for printing of records, exhibits, etc., as necessary
- Serve or file legal documents in accordance with various court procedures and regulations
- Update and maintain active list of private bar attorneys for private bar appointments
- Process and record order appointing counsel
- Contact private attorneys for private bar appointments, in accordance with the agency's or work unit's established procedures
- May conduct indigency evaluations in jail or office with prospective clients to determine eligibility for public representation.
- Maintain inventory of supplies for office
- May coordinate material sent to a word processing center
- May perform some legal associate duties
- Confidential - involved in the strategy and defense of discrimination complaints, participates in decisions on employee discipline, or bargaining strategy when that information is not known to the union.