

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Asset Forfeiture & Money Laundering Sections/Criminal Law Division
<b>CLASS:</b>	Legal Assistant I
<b>LOCATION:</b>	Philadelphia
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay range 4-Minimum starting salary of \$32,841

## **BASIC FUNCTION:**

This is legal clerical work in the review, analysis and processing of legal documents or the provision of legal secretarial and staff support to attorneys.

Employees in this job perform entry level work in the review, analysis and processing of complaints, appeals, enforcement actions, applications, rulings, decisions, transactional documents, or other legal documents.

Employees are instructed in and perform the review of legal documents for compliance with applicable laws, regulations or terms of financial assistance or agreements; and develop preliminary recommendations for further action. Employees in this job may also perform a variety of legal secretarial and staff support work including word processing and formatting of legal documents from written or dictated sources, preparing trial and hearing materials in appropriate formats, drafting responses to routine inquiries, drafting contracts and transactional documents, maintaining legal files, maintaining dockets, entering cases in an electronic database and tracking due dates for attorneys, verifying citations, utilizing electronic databases or library resources to obtain copies of statutes and regulations, and filing legal documents with various courts, prothonotaries, and agencies. This work typically involves handling sensitive and confidential matters consistent with attorney-client privilege.

The review of legal documents for compliance with applicable laws, regulations, or funding requirements is subject to considerable guidance and close supervision initially and upon introduction of new or unusual assignments. As experience is gained, reviews of a routine nature may be conducted independently. Legal secretarial and staff support work is performed with considerable independence under the direction of a higher level supervisor or attorney who reviews the work for timeliness, accuracy, correct formatting, and adherence to procedural and other legal requirements.

## **EXAMPLES OF DUTIES:**

- Assists in the review and analysis of recommendations, complaints, appeals, rulings or decisions for consistencies with the laws and regulations governing a specific regulatory program of the Commonwealth
- Gathers information related to legal and regulatory requirements through research and investigation as instructed
- Reviews routine enforcement actions to ensure compliance with departmental regulations, proper application of law, adherence to procedure and appropriate documentation of evidence of violations
- Prepares briefs, motions, pleadings, contracts, reports, court filings, and other legal documents in appropriate formats for various court and administrative proceedings and transactions using word processing software
- Proofreads and corrects drafts for grammar, spelling, punctuation, format, syntax and legal citation
- Prepares standard legal forms such as no show orders, certifications of documents, transactional documents and subpoenas
- Provides hearing or trial support by reviewing files and assembling exhibits
- Assists in transactions settlements, closing and amendments by collecting or preparing routine supporting documentation
- Schedules hearings and appointments, makes travel arrangements for attorneys and coordinates attendance at conferences, classes and seminars
- Writes responses to routine inquiries for signature by the Chief Counsel or other attorney
- Maintains case tracking and other legal information using electronic databases
- Advises attorneys of important due dates and upcoming trial, settlement, closing and hearing commitments
- Processes and files documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each entity
- Utilizes electronic databases or library resources to obtain copies of cases, statutes and regulations for attorneys
- Shepardizes citations and utilizes research tools such as LexisNexis
- Opens, logs and distributes incoming mail
- Handles telephone calls from courts, clients, opposing counsel, agency staff and the general public
- Maintains legal office files and law library
- Performs related work as required

## **MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor's Degree from an accredited college or university with a major in pre-law to include a minimum of three credit hours in legal research OR
- Associate's Degree as a paralegal from an accredited college or university OR
- Bachelor's or Associate's Degree from an accredited college or university and either a paralegal certificate from an accredited school or institution or one year of experience in paralegal work OR
- Four years of responsible work as a legal secretary and a paralegal certificate from an accredited school or institution OR
- One year of experience as a paralegal OR
- Any equivalent experience, training, and education