

# Job Posting

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| <b>DEPARTMENT:</b>    | Office of Attorney General                      |
| <b>SECTION:</b>       | Legal Review Section/Civil Law Division         |
| <b>CLASS:</b>         | Legal Assistant I                               |
| <b>LOCATION:</b>      | Harrisburg                                      |
| <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 work in assisting attorneys in the practice of law. Employees in this position perform entry level work in the review, analysis and processing of Commonwealth contracts, regulations and bonds, official Attorney General Opinions, Right-to-Know Law decisions, or other legal documents.

This position entails a variety of legal clerical and staff support work related to the processing of the many documents submitted to the section for review; logging in the contracts, bonds, and regulations into the section database, tracking their progress to ensure that no statutory deadlines are missed, logging the documents out of the database, and preparing approval and tolling memos as appropriate. Additional duties include word processing and formatting of legal documents from written or dictated sources, drafting responses to routine inquiries from citizens and other governmental officials, maintaining legal files, assisting with the gathering of documents for RTKL requests, proofreading RTKL responses, verifying citations, and utilizing electronic databases or library resources to obtain copies of statutes and regulations. 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 performed with 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 clerical 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 RTKL responses
- Gathers information related to legal and regulatory requirements through research and investigation as instructed
- Prepares legal documents in appropriate formats for various administrative proceedings and transactions using word processing software
- Proofreads and corrects drafts for grammar, spelling, punctuation, format, syntax, and legal citation
- Maintains the form contract database
- Assists in the preparation of RTKL responses by collecting or preparing routine supporting documentation
- Schedules appointments, makes travel arrangements for attorneys, and coordinates attendance at conferences, classes, and seminars
- Writes responses to routine inquiries for signature by the Section Chief or staff attorney
- Maintains contract, bond, and regulation tracking and other legal information using electronic databases
- Advises attorneys of important due dates
- Processes and files documents in accordance with internal policy
- Utilizes electronic databases or library resources to obtain copies of cases, statutes, and regulations for attorneys
- Shepardizes citations and utilizes research tools such as Westlaw
- Opens, logs, and distributes incoming mail
- Handles telephone calls from Commonwealth agency staff and the general public
- Maintains office files
- 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