



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LEGAL ASSISTANT I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (entry-level) legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management. Works under moderate supervision, with limited minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Drafts and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.

Coordinates the service of subpoenas, service of notices of deposition, and preparation of other legal documents.

Checks citations, quotations, footnotes, and references for accuracy.

Files pleadings with courts.

Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls.

Assists in scheduling and prioritizing attorney caseloads; organizing case files; attending initial interviews and depositions; conducting investigations; and preparing chronologies, fact summaries, and witness files.

Assists in scheduling and drafting interrogatories, requests for production, requests for admissions, and requests for information.

Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in legal proceedings.

Assists in researching and preparing legislative histories.

May meet with clients and others to discuss details of cases.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Graduation from high school

Experience in legal assistance work

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a legal assistant.

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.

Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.

Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; and to communicate effectively.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations