

EAST BAY REGIONAL PARK DISTRICT

CONFIDENTIAL LEGAL ASSISTANT

GENERAL FUNCTION

Under general supervision from the District Counsel, performs specialized legal and general, administrative, and confidential, assistance to the District Counsel and/or Assistant District Counsel. Performs other tasks associated with the General Manager's Department as assigned by the Administrative Assistant (supervisor of the position).

ESSENTIAL FUNCTIONS

Perform a variety of difficult and complex legal administrative/organizational support functions pertaining to confidential legal matters for the Office of the District Counsel which does not require the expertise or licensing of an attorney. These duties include: receive and screen callers; provide information to the public and staff; conduct legal research; search records and compile information from a variety of sources; assist in the preparation of Department budget; draft documents including confidential documents, memos, correspondences, and other legal documents; maintain multiple calendars; arrange meetings, appointments, and conferences; coordinate travel arrangements; assist in the preparation of reports; and organize and maintain office files. Relieves the District Counsel and Assistant District Counsel of a variety of administrative legal detail and assist in the preliminary work involved in preparing legal documents and correspondences, and perform related work as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal office procedures, terminology, and document preparation; methods of legal research; standard office administrative practices and procedures including business letter writing; operating office equipment; and record keeping. Skill in typing at a minimum rate of fifty-five (55) net words per minute. Ability to communicate effectively orally and in writing; maintain confidential information and work; to use initiative; and exercise independent judgment.

MINIMUM QUALIFICATIONS

EDUCATION: Equivalent to completion of the twelfth grade; and

EXPERIENCE: Three years of law-related experience under the supervision of an attorney who is a member of the State Bar of California, OR a certificate of completion of a paralegal program approved by the American Bar Association or another/equivalent postsecondary institution.

SPECIAL CONDITIONS

Every two years, incumbents in this classification must provide certified completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing legal education courses shall meet the requirements of the California Business and Professions Code Section 6450(b).

Possession of a California State Public Notary Commission is highly desirable.

REPORTS TO: Administrative Assistant in the General Manager's Department

Employment Category: Confidential, Range CON2, Effective 3/29/2008 (\$5,109.00 to \$5,780.13)

Approved by the General Manager: 4/25/2008

Adopted by the Board: 5/6/2008, Resolution No. 2008-5-107