

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



LEGAL ASSISTANT

Class Code: N1063
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, provides technical and administrative support to a law clinic or to legal counsel which involves researching the law, investigating facts, and preparing legal documents.

PRIMARY DUTIES

1. Researches and analyzes law sources such as statutes, legal articles, recorded judicial decisions, treatise, constitutions, and legal codes.
2. Investigates facts and law of case to determine causes of action and to prepare case accordingly.
3. Prepares legal documents such as briefs, affidavits, pleadings, subpoenas, interrogatories, wills, contracts, and appeals for review, approval, and use by attorneys or law students. Transcribes tapes of depositions and court hearings.
4. Files pleadings with court clerk. Delivers or directs delivery of subpoenas to witnesses and parties of action.
5. Receives, screens, and responds to inquiries on the phone or in writing. Provides general information about the law clinic. Makes appropriate referrals on inquiries requiring specific legal advise.
6. Creates and maintains databases such as client information, case history, student grades, and timekeeping logs.

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7. Updates reference materials such as Law Week, Lawyer's Manuals, and Clearinghouse Reviews for distribution to attorneys and students.
8. Establishes, monitors, and maintains case files. Documents all communications with clients.
9. Provides general clerical support such as answering phones, greeting visitors, typing, scheduling appointments, mailings, ordering supplies, processing payments, and making travel arrangements.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year performing legal research and preparing legal documents for review, approval, and use by an attorney.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the structure of federal and state legislative and judicial bodies; the methods and processes of legal decisions and lawmaking; and legal terminology; and legal writing requirements. Skill in researching, analyzing, and preparing legal documents. Skill in using computers and other standard office equipment; in composing a variety of correspondence; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; and in interacting with clients, students, and staff in a courteous and efficient matter. General knowledge of and skill in the use of word processing, database, and spreadsheet software to produce documents and maintain information. Ability to effectively use the Law Library for law digests, law encyclopedias, statutes, reporter systems, and administrative regulations. Ability to communicate effectively orally and in writing. Ability to understand and follow oral and written instructions.

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OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.