

LEGAL ASSISTANT

Department:	Administration	Reports To:	Parish Administrator
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	October 2002
Pay Grade Level:	8		

JOB SUMMARY

Works independently to Assist Parish Administration by researching laws, investigating facts and preparing various documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Researches and analyzes law sources such as statutes, recorded judicial decisions legal articles, treaties, constitutions, and legal codes
- Prepares legal documents such as resolutions, ordinances, agreements, contracts, etc. for review and approval by Parish Administrator
- Briefs Parish Administrator and/or Parish President regarding research
- Investigates facts and law of case to determine causes of action and to prepare accordingly
- Prepares affidavits of documents and maintains document file
- Meets with Parish officials and other parish agencies
- Acts as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date
- Works closely with Parish attorney(s)
- Files correspondence and legal documents in office filing system
- Reviews legal correspondence and/or documents and makes recommendations to administration or other legal counsel and entities
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Functional over work relative to the assigned program(s). May exercise supervision over clerical personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate's Degree plus two (2) years of legal assistant experience. Completion of a Paralegal Studies or Legal Assistant study program based at an accredited four-year college or junior college, or of any Paralegal Studies or Legal Assistant study program approved by the American Bar Association (ABA) preferred. Possession of the Certified Legal Assistant (CLA) certification issued by the National Association of Legal Assistants, Inc. may be substituted for the study programs.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills. To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.