

Legal Assistant

DEFINITION

Under the direction of Lawyers and Paralegals, Legal Assistants participate in the delivery of legal services in the areas of litigation, expropriation, administrative law by performing a variety of tasks including locating and compiling information, simple drafting, preparing and proofreading legal and administrative documents, filing court documents, as well as applying various practices and procedures related to the field of law (both court and tribunal).

Legal Assistants also perform many administrative tasks such as maintaining and organizing files, responding to client inquiries, conducting follow up, organizing meetings and other general administrative duties.

Employees of this classification perform complex and diverse Legal Assistant duties for Lawyers within Legal Services. Work is characterized by the requirement for a significant degree of initiative.

Employees are required to maintain a thorough understanding of legal office practice, and will have a strong command of the City's legal files. Employees at this level will use a significant degree of discretion .

Work at this level is distinguished from Clerk classifications by the understanding and application of basic, formally learned, legal principles, an understanding of procedures in a law office, use of legal technology and an adherence to working within time sensitive legal deadlines. Work is evaluated for accuracy, quality and adherence to established practices and standards of performance.

TYPICAL DUTIES*

Prepares and proofreads legal and administrative documents

Compiles and files briefs, factum and other court or tribunal documents

Carries out file management processes, including maintaining and organizing legal files, both electronically and hardcopy

Manages a bring forward system for a legal practice (i.e. diarization system)

Prepares pleadings binders, trial binders and other information packages

Composes a variety of correspondence on various legal files

Creates cheque requisitions and other forms of payment including related follow up

Enters data into various software systems and programs, including transcription from oral and handwritten copies and creating miscellaneous forms, documents etc.

Gathers and prepare information for reports, audits and other documents

Obtains and prepares meeting agendas, schedules and prepares for meetings

Responds to client inquiries, conducting follow up, organizing meetings and questionings

Responsible for on-going calendar management

Provides general support to the team as required

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated knowledge of legal terminology and legal procedures

Demonstrated knowledge of departmental policy and procedures as necessitated by work assignments

Demonstrated ability to work independently and collaborate within a team

Demonstrated ability to problem solve with a proactive mindset and taking strong initiative on all tasks

Demonstrated ability to communicate verbally and in writing with preciseness and accuracy

Demonstrated organizational and time management skills

Demonstrated ability to maintain effective working relationships at all levels within the department.

Demonstrated ability and proficiency in working with Microsoft Office Suite and Google Suite products

Demonstrated ability to handle confidential information in an ethical and professional manner

Demonstrated ability to adapt to changing priorities and effectively work in a changing and high volume work environment

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0306		1297	
Last Updated:	2021-02			
Previous Updates:	1983-10			
Originated:	1983-08			

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of the twelfth (12th) school grade/GED.
- Successful completion of a related Office Assistant; Legal Major, Certificate program from an approved business school/college. A Legal Assistant/Paralegal Diploma will also be considered.
- A minimum of three (3) years of experience working as a Legal Assistant

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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