

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Legal Administrative Assistant Position Number: 12003 Location: Helena

Department: Transportation Division and Bureau: Legal Services

Job Overview:

This position provides legal support to the Paralegals and Attorneys within Legal Services. Provides office management support by answering the phones, distributing mail, and ensuring documents are sorted appropriately throughout Legal Services. Works closely with the Paralegals to complete tasks for the Attorneys. This position reports to the Chief Legal Counsel and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Legal Support - 40%

- Intake, review, prioritize and distribute incoming mail, correspondence, contracts, and legal documents to legal staff.
- Initiates and prepares legal documents, pleadings, discovery documents, motions and orders.
- Prepares, proofreads, and edits legal documents and correspondence for paralegal and attorney review utilizing a variety of legal reference materials.
- Assist paralegals to track costs and litigation expenses.
- Finalizes draft documents prepared by attorneys and paralegals.
- Assists paralegal with calendaring and tracking deadlines.
- Generates, edits and proofreads legal documents.
- Ensure compliance with state and federal court rules when completing filing and service of process requirements.
- Assist paralegals and attorneys to prepare trial notebooks, compile and mark exhibits, and draft exhibit lists and jury instructions. Maintains witness contact information and assists with scheduling witnesses for trial.
- Assist with collecting and organizing discovery documents.
- Conducts factual investigations to assist paralegals and attorneys in responding to complaints, discovery requests and other legal matters.
- Assists paralegal with scheduling depositions. Locates and schedules necessary resources.

- Files and retrieves documents in state and federal district and appellate courts and administrative forums.
- Assists legal staff with electronic legal share drive creation and maintenance.

Administrative Rules/Records Management/Legislation - 30%

- Assists with the agency's legal references to ensure the availability, currency, and efficient access and return of legal information resources. Assists with organizing and updating the law library.
- Assists attorneys and paralegals with agency ARM activities to ensure that department objectives are achieved in compliance with Secretary of State and Montana Administrative Procedure Act (MAPA) requirements. Schedules and assists with rule hearings.
- Assists Chief Counsel and paralegal with managing, monitoring, and organizing legislation and draft bills for the Department.
- Establishes and maintains legal records and data management systems in compliance with state and department policies, procedures and internal processes to ensure availability, efficient access, and effective storage of critical public and confidential information and data.
- Manages the Unit's record systems to ensure compliance with records retention and disposal requirements according to statutes and regulations.
- Opens and prepares case files. Closes case files and ensures files are complete. Analyzes and identifies confidential information and ensures the proper handling of the information.

Office Management - 25%

- Transfers phone calls and emails appropriately to attorneys, paralegals, department staff, or other state or local agencies.
- Estimates office supply levels to meet anticipated needs and orders supplies accordingly.
- Maintains general office work area daily to ensure office supplies are available and organized and office equipment is properly maintained.
- Responds to requests for general information and assistance from the public, other state or federal agencies, and MDT employees.

Other Duties - 5%

Performs a variety of other duties and activities as assigned by paralegals, attorneys, and the Chief Legal Counsel in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Works in a typical office environment.
- Lifting, moving, and organizing large file boxes weighing up to 35 pounds.

Knowledge, Skills and Abilities:

- Legal research and writing skills.
- Proofreading and the proper use of grammar and punctuation.
- Effective management of deadlines and priorities.
- Maintenance of confidential and sensitive information.
- Critical thinking.
- Detail oriented.
- Effective verbal and written communication skills.
- Ability to establish and maintain effective working relationships within Legal Services and throughout the department.
- Professional interactions with judges, attorneys, court personnel, federal regulators, department managers, coworkers and the public.
- Ability to act with initiative and good judgment.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to 1 year of administrative/legal secretarial coursework at a college or technical school.

The position requires a minimum of 1 year of related experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

MFPE Union Code

Safety Information

Human Resources Review

Job Code Title: Legal Secretary Job Code Number: Q61031 Level: n/a

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date