



JOB DESCRIPTION

Job Title: Legal Administrative Specialist
Dept./Division: Public Defenders Office
Unit: Administrative Support
Job Family/Class: Administrative Support Series
Supervised By: Chief Public Defender
Employee Type: Hourly
Pay Grade: 18

NATURE OF WORK:

Incumbent applies a broad knowledge of policies and procedures in the performance of duties, enhances legal staff or attorney's effectiveness and conserves attorney's time by administrating cases, preparing documents; managing calendars, researching issues, and serving clients.

ESSENTIAL FUNCTIONS:

- Prepare correspondence and legal documents, such as summonses, agreements, complaints, motions, pleadings and subpoenas from forms, written draft or dictation.
- Provide complex, specialized administrative support, by preparing and processing confidential reports, prepare meeting agendas and minutes, maintain departmental data and/or other related documents.
- Maintain law library; assist in the general research, including but not limited to, using electronic legal research software.
- Develop, review and recommend administrative and clerical policies, procedures, systems and forms designed to improve operations.
- Open, manage and properly documents case files, and organizes materials in case files for scheduled court hearing and trials.
- Copy, distribute and file pleadings and required attachments with court clerks.
- Manage attorney's calendars and routinely interfaces with the calendar established by the court clerk; coordinate and arrange meetings as required. Ensure appropriate parties are informed of court hearings and scheduled meetings.
- Conduct general research/investigation and gathering of documents, as directed by attorneys.
- Collect, compile and organize data and information; create, prepare and distribute summaries/reports, spreadsheets, memos, and other correspondence to meet reporting requirements.
- Assist management in personnel administration.
- Assist in preparing purchase orders, check requests, annual budget and budget modifications; maintain financial records; processes travel documents and confirm travel/seminar arrangements.
- Screen incoming calls and correspondence; exercise judgment and respond accordingly.
- Establish and maintain and effective filing and retrieval system according to established policies and procedures.

- Create correspondence, memos, minutes, agendas or reports from drafts, recordings or verbal instructions.
- Read, annotate, and distribute all incoming information to the appropriate attorney and takes appropriate action to keep clients informed of case developments and court dates.
- May be required to appear in the Pascua Yaqui Tribal Court to fill in for attorneys/advocates in emergency situations.
- Communicate professionally with clients, other departments, and Tribal Council regularly and when doing so, maintain and adhere to the confidential nature of the departments' work.
- Perform other duties of a similar nature or level as requested by supervisor or Director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Current legal office practices, procedures and equipment;
- Customer services principles;
- Applicable federal, state, and local laws, rules and regulations;
- Maintain confidentiality;
- Perform administrative support tasks efficiency, accurately;
- Interact and maintains a good working relationships with individual of diverse background;
- Handle multiple tasks and meet deadlines;
- Business English, spelling, punctuation, and grammar; document preparation software; Excel spreadsheet
- Legal terminology and legal forms;
- Court procedures and practices;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Make and record accurate observations;
- Plan and carry out assignments with minimal, or no supervision;
- Maintain the confidentiality of privileged and investigative information;
- Organize and keep clear, concise and accurate records;
- Comprehend and make inferences from written materials;
- Plan and organize workload to comply with established time constraints;
- Communicate effectively, both verbally and in writing;
- Use tact, courtesy and communicate well with others, orally and in writing;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Handle multiple tasks and meet deadlines;
- Follow verbal and written instructions;
- Document events, actions taken, communication with callers, tasks completed and progress of assignments;
- Using computers and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Associate Degree plus two (2) year experience as a Legal Assistant or Legal Secretary; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Paralegal Certification is preferred.
- Bilingual English/Spanish preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver’s License.
- Must be certified to practice in the Pascua Yaqui Tribal Court or obtain certification within ninety (90) days of employment.

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test.
- Funding and sensitivity of position will determine fingerprinting requirement.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management’s right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date