

GRADUATE LEGAL ASSISTANT

DEFINITION

Under general supervision, assists the staff attorneys with legal research and drafting of legal and educational materials; performs related work as assigned.

CLASS CHARACTERISTICS

This is the pre-professional level class in the legal series. Incumbents are responsible for performing legal research and drafting at the direction of a staff attorney. This class is distinguished from the Associate Attorney/Attorney classes in that the latter perform the full range of legal duties pursuant to their bar admission.

EXAMPLES OF DUTIES (*illustrative only*)

- Summarizes opinions of cases and shepardizes.
- Prepares summaries of legislative changes affecting the work of the agency.
- Researches legal questions using California law, as well as the law of other states and federal law when appropriate.
- Prepares drafts of a variety of forms and documents, such as court rules and judges' checklists.
- Prepares drafts of legal and judicial education curricula.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Substantive and procedural legal principles and applications.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.

- California Rules of Court; the legislative process; drafting statutes and constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of the trial and appellate courts.
- Legal research methods; principles of administrative and constitutional law.
- Rules of evidence and conduct of proceedings in California trial and appellate courts.
- Basic principles and techniques of project management.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Perform legal research, including computerized legal research, and apply legal principles and precedents to particular sets of facts.
- Analyze policy issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft a variety of legal documents and other materials.
- Analyze, draft, and testify on proposed legislation.
- Interact successfully with members of advisory committees, judges, court and agency staff, members of the State Bar, the Legislature, and the public.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Enrollment in an accredited law school.