

Title: Legal Assistant	Effective Date: May 11, 2012	Grade: X	Job Category: Office - Clerical
Prior Title: Legal Title Assistant, Litigation and Claims Assistant	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing specialized tasks related to civil litigation under the direction and supervision of an attorney (e.g. contract, tort and eminent domain litigation).

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist the supervising attorney in the management and processing of incoming and outgoing lawsuits until final deposition, including: preparation of complaints, answers, motions, discovery and other pleadings, interviewing potential claimants and communicating decisions and procedures to third parties.
- Maintain and organize legal files.
- Locate and interview witnesses, prepare subpoenas and coordinate witness attendance at trial.
- Obtain medical records and prepare medical exhibits and indexes.
- Compile, draft, prepare and edit legal documents, pleadings, legal memoranda, and correspondence including discovery documents and the management of incoming and outgoing discovery.
- Prepare trial exhibits and trial notebooks.
- Index and summarize or abstract documents and depositions.
- Independently perform legal research including the proficient use of an electronic law library consisting, for example, of Westlaw and LexisNexis.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Paralegal certificate, paralegal associate's degree or a minimum of five years work experience as a legal assistant in the area of civil litigation. Strong verbal and written communication and organizational skills including the ability to interview and communicate with claimants regarding personal injury and property damage claims. Detail oriented with the ability to manage multiple tasks simultaneously in a deadline-oriented environment. Computer literate and have experience with Microsoft Word, Excel, Access, Outlook, and Internet Explorer. Experience using on-line legal research tools including Westlaw and LexisNexis. Demonstrated excellent writing skills including proficiency in spelling, grammar and punctuation.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

