

LITIGATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work within a municipal law office that primarily involves providing support to attorneys by recording, monitoring, and processing a variety of legal documents. The work is performed under the supervision of an attorney or attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with the coordination of litigation cases, including those assigned to outside counsel by updating case files, keeping track of conferences and hearings, monitoring and notifying attorneys about Court Appearances, etc.;

Records and distributes Notice of Claims and monitors their status;

Composes and prepares replies to requests for routine information, as directed by an attorney;

Gathers and organizes information for the preparation of a variety of reports;

Completes a variety of legal documents (e.g., litigation documents, resolutions, contracts, etc.) under the direction and guidance of an attorney and in accordance with prescribed procedures and from notes, tapes, copy, etc.;

Develops and maintains a variety of files;

Responds to telephone inquiries and routine correspondence, and provides appropriate answers to inquiries concerning service of legal papers and other routine questions pertaining to litigation and related work;

Uses computer applications or other automated systems such as case management, spreadsheets, word processing, calendar, email, database software, etc. in the performance of work assignments;

Operates a variety of office machines such as fax, photocopier, scanner, etc.;

May maintain law books and supplemental legal materials;

May revise forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of law office terminology, procedures and forms; working knowledge of basic legal documents and procedures; ability to assist and attorney by performing a variety of routine legal duties*; ability to understand and carry out written and oral instructions; ability to organize information and records; ability to use computer applications or other automated systems in the performance of work assignments*; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and

- a. One (1) year of paid work experience that substantially included litigation duties**; or
- b. Two (2) years of office clerical experience in a law-related setting (e.g. corporate, municipal, private practice); or
- c. any equivalent combination of a. or b. above.

(over)

NOTE: An Associate's degree or equivalent college credits (minimum of sixty (60) credits), or higher degree, in Paralegal Studies, Criminal Justice, Legal Assistant studies, or comparable curriculum shall be deemed fully qualifying.

*To be demonstrated during the probationary period.

**Litigation duties shall be defined as assisting attorneys involved in litigation by performing duties such as rechecking the accuracy of cited cases; organizing and preparing exhibits; completing portions of legal forms; preparing routine legal documents such as affidavits of service; maintaining diaries and "tickler" files for debt-payment schedules; organizing cases and evidence; contacting people involved in a case; providing information to clients; preparing and filing discovery requests; preparing case summaries; and inputting information into file databases.