LITIGATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized legal clerical work within a municipal law office involving assisting attorneys in preparing and processing a variety of legal documents and in implementing basic legal procedures, particularly those of a specialized nature. The work also includes the research and preparation of legal documents as directed by an attorney. The work differs from that of a Litigation Assistant primarily in the difficulty of assignments and the level of responsibility. The work is performed under the supervision of an attorney or attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists with special litigation matters (e.g. foreclosures, bankruptcies) by preparing legal documents, monitoring and tracking cases in a specialized electronic system, etc.;
Provides assistance to attorneys in the preparation of a variety of general legal documents (e.g. verifies citations in briefs and memos, rechecks the accuracy of cited cases, gathers exhibits from files, completes portions of legal forms, etc.);
Prepares routine legal documents such as affidavits of service, summonses, complaints, etc., under the supervision of an attorney;
Arranges for service of papers upon opposing counsel, debtors, etc.;
Monitors responses to legal actions such as complaints, default judgments, debt payment schedules;
Maintains liaison with a variety of individuals and agencies (e.g. Department of Finance, Department of Records) in the implementation of legal assignments;
Develops and maintains a “form file” and updates forms as appropriate;
Answers telephone and routine correspondence and provides appropriate answers to inquiries concerning basic questions pertaining to litigation, debt collection and related work;
Uses computer software in the completion of legal assignments;
Prepares and files legal documents with the courts, as directed by attorneys;
May research legal matters, as assigned by attorneys;
May complete special projects and prepare reports, as assigned by attorneys.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of basic legal documents and procedures; ability to prepare routine legal documents appropriate to a municipal law office; ability to use computer software applicable to a municipal law office*; ability to understand and carry out oral and written instructions; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience in a law-related setting, at least one (1) year of which must have been in a law office and at least one (1) year of which substantially involved the preparation of materials for cases under litigation.

NOTE: An Associate’s degree or higher, or equivalent college credits (minimum of sixty (60) credits), in Para-legal Studies, Criminal Justice, or comparable curriculum, may be substituted for two years (2) of the required experience.

*To be demonstrated during the probationary period.

R.C.D.P. (07.16.2009) 08.05.2015
Competitive