

## **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 inquires 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.