

LITIGATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is legal clerical work within a municipal office or government agency which involves providing support to attorneys or higher-level administrators by recording, monitoring and processing a variety of legal documents. The work is performed under the supervision of an attorney or higher-level administrator. 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 or higher-level administrators 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 or a higher-level administrator;

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

Completes a variety of legal documents such as litigation documents, resolutions, contracts, etc.) under the direction and guidance of an attorney or higher-level administrator and in accordance with prescribed procedures;

Develops and maintains a variety of files;

Answers phone and routine correspondence, and provides appropriate answers to inquiries concerning service of legal papers and other routine questions pertaining to litigation, debt collection and related work;

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

May maintain law books and supplemental legal materials.

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

Working knowledge of law terminology, procedures and forms; working knowledge of basic legal documents and procedures; ability to assist an attorney, paralegal or higher-level administrator by performing a variety of routine legal duties*; ability to understand and carry out oral and written instructions; ability to organize information and records; ability to prepare written material; ability to understand and interpret written material; 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 either:

- a. One (1) year of paid work experience that included litigation duties** as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience);
or
- b. Two (2) years of office clerical experience in a law-related setting (e.g. corporate, municipal, private practice) at least one (1) year of which must have been in a law office and/or court setting.

NOTES:

1. An Associate's degree or higher in Paralegal Studies, Criminal Justice, Legal Assistant studies, or comparable curriculum may be deemed fully qualifying.

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2. Completed years of law school may be substituted for the paid work experience that included litigation duties as a major function of the work or the office clerical experience in a law-related setting (e.g., corporate, municipal, private practice) on a year-for-year basis (a Juris Doctor 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.