

TRIAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of an attorney in the County Attorney's office, this position assists visually impaired attorney's by performing staff support services in all phases of the law. An incumbent functions as a member of a team on a temporary, hourly basis. Work is performed in an automated systems environment. Supervision is not a feature of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs legal research and writes draft memoranda or reports resulting from that research;

Attends meetings and conferences as directed;

Compiles and prepares draft documents and other reports, as assigned;

Attends trials and hearings and provides staff support to the attorney;

Establishes and maintain files of legal documents;

Evaluates priorities of work projects and exercises judgment in scheduling projects;

Acts as a messenger and process server when required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of legal research techniques, methods and analysis; good knowledge of the English language; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to observe, recognize and distinguish pertinent details; ability to work well with others; accuracy; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum qualifications for this position.

West. Co.
J. C.: Non-Competitive†
WPP1

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Job Class Code: H0342
Job Group: H06