

**Classification Title: Legal Assistant**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Gains insight into County operations, and practical experience by working side by side with Attorneys as they litigate cases on behalf of the County and Sheriff from start to finish. Appears with our Attorneys in State, Federal, and Administrative courts such as the Industrial Commission and the Property Tax Commission, and works with the County Attorney on the general government side. Performs research and general administrative tasks as well as help Attorneys prepare for court by organizing files and gathering information.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Works with Attorney staff members as they litigate cases on behalf of the County and the Wake County Sheriff’s Department.
2	S	Helps Attorneys prepare for court by organizing files and gathering information. Performs legal research. Observes hearings and other court proceedings.
3	S	Works on assigned special projects and performs general administrative tasks.
4	S	Assists with providing litigation support and defending the County in lawsuits.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in related field.
Experience	No previous experience required.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Must be a law student.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No supervisory responsibility.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Bins, carts, audio-visual equipment, cash registers, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.