



## **Legal Assistant Extra-Help**

Bargaining Unit: Unrepresented  
Salary Range \$20.00 to \$40.00

Superior Court of California, County of San Benito  
Established Date: November, 2022

### **DEFINITION:**

Under the authority of the Presiding Judge and the Court Executive Officer, and under general direction and supervision of the Self Help Attorney and/or Family Law Facilitator, the Legal Assistant is responsible for providing a variety of legal services to the public and the Court, performs legal research and writing, general administrative support activities for the various Superior Court departments, such as Family Court Services, Family Law Facilitator, Self Help, and performs other related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is responsible for performing a wide variety of journey level, paraprofessional legal duties in support of the San Benito Superior Court Self-Help Center, judges or commissioners. This class applies the principles and practices of federal and state law, particularly in civil and family law, perform and apply the principles, methods and practices of legal research, draft or assist in preparation of forms for the Court or other legal documents, under the guidance and supervision of Court attorneys.

### **REPORTS TO**

The Court Executive Officer or designee.

### **CLASSIFICATIONS SUPERVISED**

None

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; with continuous contact with other agencies and staff; and often multiple deadlines under potentially stressful conditions.

## **EXAMPLES OF DUTIES:**

(The following is used as a partial description and is not restrictive as to duties required.)

Depending on assignment, duties may include, but are not limited to, the following:

- Provides one-on-one supervised assistance to customers explaining legal terms and court procedures relating to all stages of matters, i.e. Dissolution of Marriage, Family Relations, Adoption, Name Change, Guardianship, Restraining Orders, Small Claims.
- Responds to inquiries from self-represented litigants and provides information on the judicial process and court procedures.
- Reviews legal documents and forms for completeness and procedural compliance with specific requirements set forth in applicable legal codes;
- Interviewing, fact gathering and retrieving information;
- Provides referrals to community agencies.
- Performs a variety of administrative activities (clerical and technical), including coordination and participation of the day-to-day administration within a Superior Court department, such as Family Court Services, Family Law Facilitator and Self Help Center;
- Performs legal research on wide variety of legal matters.
- Communicates and coordinates with other agencies regarding Court services.
- Reviews a wide variety of legal documents for compliance with applicable statutes and procedures.
- Operates a variety of office equipment including computers, and performs filing, typing and related clerical tasks.
- Performs other duties as assigned.

## **TYPICAL QUALIFICATIONS – TRAINING & EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

- Completion of an accredited paralegal studies program or equivalent college level education; OR
- A bachelor's or advanced degree in any subject, AND a minimum of one year of law-related experience under the supervision of an attorney; OR
- A high school diploma or general equivalency diploma and a minimum of three years law related experience under the supervision of an attorney.

Desirable Qualifications:

- Experience as a Legal Assistant in family or civil law.

## **KNOWLEDGE OF / ABILITY TO:**

### **Knowledge of:**

- Legal principles, precedents and applications as applied to judicial procedures.
- Legal concepts, terminology, forms, documents, principles, procedures and practices
- Principles and practices of one or more areas of law: California Family Law and procedure, California Landlord-Tenant Law and procedure, California Guardianship Law and procedure, and California Small Claims Law and procedure.
- Principles, practices, methods and materials of legal research and analysis.
- Government code and other statutes related to process and rules of Court.
- Principles and practices of sound business and legal communication.
- Correct English usage, including spelling, grammar and punctuation.

### **Ability to:**

- Read with comprehension and understanding.
- Reason logically, analyze situations accurately, research and recommend effective courses of action.
- Research, analyze and apply legal principles, facts, evidence and precedents to legal issues.
- Read and understand state and federal court decisions, statutes, regulations and legal documents.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide customer service
- Drafting and prepare a wide variety of legal documents.
- Learn fundamental legal principles.
- Identify and apply relevant facts related to legal principles.
- Operate various office equipment
- Use computers and software applications.

## **SPECIAL REQUIREMENTS:**

- Certification of eligibility to work in the United States of America.
- Possession of, or the ability to obtain, an appropriate valid California Driver's License.
- All Court employees can and will be called upon to act as Disaster Workers when needed.
- The ability to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.

## **SUPPLEMENTAL INFORMATION:**

*The contents of this class specifications shall not be construed to constitute an expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Superior Court of California, County of San Benito, assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are*

*determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*