

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Legal Assistant 5		<b>Class Code:</b> 001VA5
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 5	<b>Effective Date:</b> 11-15-13
	<b>Summary:</b> Incumbent provides paralegal and administrative support services to general counsel or administrative law judge within a state agency.		

**Duties:**

- Performs legal research under the direction of staff counsel or administrative law judge;
- Conducts computer assisted legal research and/or creates databases relating to cases or administrative precedents;
- Verifies citations and legal references contained in decisions, memoranda and reports;
- Maintains a variety of legal files, updates topical and case files as new material is collected, ensures that information is kept organized and that all necessary case documentation is contained therein;
- Schedules hearing dates and sites, communicating directly with involved parties;
- Receives and responds to requests for subpoenas and other pre-hearing documents by directing the preparation and processing of requested documents;
- May supervise clerical staff, ensuring that routine mailings such as notices of pre-hearing conferences, continuances, etc., are accomplished in a timely fashion;
- Receives and responds to inquiries regarding current hearings from attorneys, legislators or citizens by telephone and/or correspondence;
- Travels to hearings sites, sets up site, materials and equipment and is present to explain proceedings and their impact to interested parties;
- Assists at depositions and hearings by taking notes, providing follow-up questions to attorneys and keeping track of documents;
- Prepares section/division budget, including data collection and preparing written justifications;
- Performs other administrative tasks for section/division such as time and attendance reports, procurement liaison, travel request coordination, etc.;
- Prepares reports of section/division activity;
- Performs related duties as required.

**Job Requirements:**

- Knowledge and skill normally acquired through a two year program leading to an Associate's Degree; related accredited college credit and/or work experience in private law firm or public law office may substitute where appropriate;
- Extensive knowledge of legal terminology and documentation;
- Specialized knowledge of legal procedures pertaining to the assigned area;
- Working knowledge of legal concepts;
- Working knowledge of the agency's programs and current issues;
- Working knowledge of legal resources and legal research procedures;
- Working knowledge of, and ability to utilize, computer capabilities for research and data management;
- Effectively communicate both orally and in writing.

**Difficulty of Work:**

The incumbent researches a broad scope of topics involving substantial intricacy and many variables. Work is restricted by the specific assignments given by the supervisor. Judgment is needed in selecting the appropriate action or alternative in the problem area. Incumbent studies new and existing laws and precedents which may be ambiguous or unclear.

**Responsibility:**

Incumbent utilizes judgment and initiative in carrying out research projects and providing support and administrative functions for the assigned area. The impact of the judgments in the administrative work typically has an effect limited to the efficiency of the function being supported. The impact of the legal research, however, may have a potential for broader impact, but any conclusions reached in this work are closely reviewed by staff attorney for conformance to legal analysis standards and precedent. Incumbent is also responsible for maintaining the highest standards of confidentiality with regard to litigated, adjudicated or policy matters involved in the work.

**Personal Work Relationships:**

Incumbent has contact with attorneys outside the assigned area for the purpose of coordinating documentation, hearing and conference dates; with legislators for the purpose of providing information and explanation; and citizens, some of whom may be irate, to persuade them of the appropriateness of an agency policy or proposed plan of action. Relationships with agency legal staff must be considered confidential at all times.