

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LEGAL ASSISTANT

JOB DESCRIPTION

Employees in this job function as professional legal assistants to Attorneys, Administrative Law Examiners, Administrative Law Specialists, or Prosecutor Training Coordinators.

There is one classification in this job.

Position Code Title – Legal Assistant-E

Legal Assistant P11

This is the experienced level. The employee, in a learning capacity, conducts a variety of research and analysis assignments, prepares legal or administrative hearings documents, and reviews of legislation pertinent to the work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs research and analysis of routine legal problems and issues.

Assists in the preparation of legal contracts, deeds, leases, and other legal papers of a routine nature.

Researches relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions of a routine nature or limited scope.

Performs preliminary work in the preparation of legal opinions.

Assists in the preparation of cases and hearings of a routine nature.

Conducts factual investigations of a limited scope.

Prepares correspondence and pleadings related to the work.

Updates legal publications and participates in the work associated with a law library.

Prepares case notes, head notes, and index entries describing agency's final decisions and orders.

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Researches relevant statutes, rulings, and precedents to be used as a basis for preparing contested case decisions.

Assists with the preparation of proposals for decision, final orders, and other decisional documents resulting from quasi-judicial hearings.

Reviews complaints and prepares preliminary assessments of validity.

Performs preliminary work in assessing requests filed under the Freedom of Information Act.

Assists with research and drafting which relates to declaratory rulings issued under agency authority.

Reviews administrative licensing case files and drafts notices of non-compliance, complaints, and settlement agreements.

Assists with preparing responses to questions regarding agency administration of regulatory and other law.

Reviews recent legislation, court cases, correspondence, and publications pointing out matters of note or which necessitate action.

Assists with research and drafting of legislation which pertains to the agency's legislative agenda.

Researches background of matters requiring promulgation of administrative rules and assists with rules drafting.

Assists with conducting research, compiling, writing, editing and publishing standard-setting prosecution office manuals covering criminal law procedure and policy.

Prepares drafts to inquiries from the legislature regarding current and proposed prosecution practices and procedures.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of fundamental subjects in law.

Considerable knowledge of research and analysis methods.

Some knowledge of the nature and use of tools of legal study.

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Some knowledge of the preparation of briefs and arguments for the trying of cases before state commissions and courts.

Ability to write and speak effectively.

Ability to use judgment, tact, and discretion.

Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.

Ability to interpret and apply laws, rules, and regulations relative to the work.

Ability to maintain records, and prepare reports and correspondence related to the work.

Working Conditions

Appointments to this job are limited to one year.

Physical Requirements

None.

Education

Possession of a Juris Doctorate degree from an accredited law school.

Experience

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
LEGALAST

Job Code Description
Legal Assistant

Position Title
Legal Assistant-E

Position Code
LEGLASTE

Pay Schedule
NERE-175