

Market Range Detail - Legal Management Assistant

Effective Date

October 31, 2011

Market Range Title Description

Positions in this market range title are responsible for a broad range of paraprofessional and professional legal administrative and analysis work for a large division with an attorney department. Legal Management Assistants are only found in the County Attorney's Office or in a department within Public Defense Services.

Job duties typically include: conducting research on legal issues, policies and legislation; compiling data and writing reports and summaries providing data to management; providing a broad range of specialized administrative support to department management on a variety of matters; tracking data and statistics related to assigned divisions and caseloads and identifying trends; monitoring, directing and delegating caseloads of assigned bureaus; preparing a variety of complex legal correspondence including petitions, subpoenas, briefs, legal opinions, pleadings, motions, indictments, charging documents, summons, and depositions; providing training and mentoring to legal support specialists and office assistants; monitoring legislation and providing updates and summaries to management; researching and preparing statistics, monthly reports, evaluations and attorney assignments; leading and implementing special administrative department projects. Positions report to Attorney Managers or a higher level attorney management positions.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.77	\$25.18	\$30.58

Likely Minimum Qualifications

- Associate's degree in business administration, public administration or related field.
- Four years of responsible administrative experience in a legal setting.
- Bachelor's degree preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Legal Management Assistant

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.