



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

JOB DESCRIPTION

SECTION ONE – POSITION INFORMATION

Classification Title:	Legal Assistant 1
Department:	Multnomah Co. Parent Child Advocacy Div.
Supervised by:	Chief Legal Assistant
FLSA:	Non-Exempt
Union Representation:	AFSCME Public Defenders Local 3668
Grade:	2
Salary:	\$33,489.82 - \$46,125.82

SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

The Legal Assistant 1 receives general supervision from assigned management staff. This position does not exercise supervision over another support staff position.

SECTION THREE – POSITION SUMMARY

The Legal Assistant 1 position is an entry level position that provides general office administrative support to the Parent | Child Advocacy Division (PCAD). This includes reception, file maintenance and general office support, as well as case specific support work as needed. The work performed requires a general knowledge of the organization's operations.

SECTION FOUR – ESSENTIAL FUNCTIONS

The essential duties of this position include, but are not limited to, the following elements which require the Legal Assistant 1 to:

- Greet employees, clients and visitors in a professional, friendly and hospitable manner.
- Take accurate messages and relay them on a timely basis.
- Access case management software to look up names for accurate routing of calls or clients.
- Assist in implementing office security and safety procedures, including signing in visitors; report unusual situations to appropriate staff; write incident reports, if necessary.
- Responsible for the receipt, logging and distribution of legal documents and inter-office courier.
- Manage the filing and archival systems for closed PCAD client files.
- Maintain office equipment, copiers, printers, scanners and fax (i.e. fill copiers and printers with paper, troubleshoot paper jams, change toner cartridges)
- Daily date stamp and distribute incoming mail and court documents.

- Maintain professional appearance of reception counter, office lobby and interview areas.
- Tidy employee break room and manage rotation of cleanup responsibilities.
- Manage the filing system including file closed case files, maintain PCAD file room, handle warehousing and return of stored files, maintain and develop new filing systems, file preparation.
- Perform daily security check and office lockup procedure.
- Handle emergency situations and take appropriate action based on policy; initiate fire and evacuation procedures per policy; assess any problem situations in the lobby and seek assistance based on policy.
- Perform various clerical duties such as processing mail, typing, e-mail, word-processing, photocopying, scanning, faxing, burn CDs, print color photos and digital file transfer using discovery portals and protocols.
- Manage the ordering, receiving, stocking and distribution of office supplies.
- Managing recycling and confidential document disposal.
- Monitor calendars and circulate daily coverage information.
- Enter conflict check information into case management software.
- Prepare basic case related forms and written client communications.
- Perform in a professional manner other word processing projects.
- Request and organize client records.

SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain availability to other staff members for consultation and education; participate in training programs; maintain current knowledge of appropriate support functions.
- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Provide miscellaneous clerical support, including file preparation, pickups and deliveries, and prepare packages for mailing.
- May schedule interpreters, as requested for court appearance, jail visits and/or office appointments.
- Water office plants.
- Other duties, as assigned.

SECTION SIX – EQUIPMENT OPERATED

Computer, telephone, fax, postage meter, and networked copiers, printers, and scanners.

SECTION SEVEN – JOB SPECIFICATIONS

KNOWLEDGE

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- English usage, spelling, grammar and punctuation.
- Proper telephone etiquette.
- Basic usage of modern office equipment and Microsoft Office software.
- Basic mathematical principles.
- Principles and practices of working safely.

SKILLS

- Skill in operating a computer to search, enter, update, correct, and retrieve information.
- Skill in performing general clerical duties including accurate alpha and numeric filing system.
- Skill in communicating orally and in writing with a variety of people, gathering and exchanging information.

- Skill in typing (proficient at 35 words per minute with 100% accuracy)
- Skill in operating typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, and postage meter.

ABILITIES

- Ability to visually search, enter, edit computerized data.
- Ability to hear well enough to communicate effectively with internal and external personnel.
- Ability to maintain confidentiality of agency records.
- Ability to courteously greet employees, clients and guests.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.

SECTION EIGHT – PHYSICAL REQUIREMENTS

Reception: The work is sedentary. Typically the employee sits comfortably to do the work.

Filing: This work requires some physical exertion, such as periods of standing, recurring bending, crouching, stooping, stretching, reaching or similar activities and the occasional lifting of files and/or file boxes up to 30 lbs.

General Office: This work requires some physical exertion including the ability to walk within an office building once daily carrying up to 10 pounds of material to be distributed within the office.

SECTION NINE – WORK ENVIRONMENT

The work environment is friendly, team-oriented, cooperative and respectful. The requirements of this position are performed in an office setting. The Legal Assistant 1 position works from 8:00a.m. - 5:00p.m. Monday through Friday. There is no weekend work. Regular and predictable attendance is a requirement of the job. Overtime must be pre-approved in writing by the County Director.

APPROVALS & REVISION DATES

Updated: August 2, 2021

Approved by:

**Carl Macpherson, Executive Director
Dawn Andrews, Multnomah County PCAD Chief Attorney
Kristine Constans, Human Resources Manager**