

NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION LEGAL ASSISTANT 1

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under supervision, assists the Executive Director and Commission staff with routine legal and administrative support in a legal office setting. This is a full performance level job classification.

QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: none

Experience: Two (2) years of experience as a legal secretary, legal assistant, legal office specialist, or related field.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience.

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of proper English usage, grammar, vocabulary, punctuation, spelling; computer software applications (i.e. Microsoft Office Suite and word processing, spreadsheets, databases, email and Internet); filing systems (i.e., alpha color-coded and numerical); basic math; general office practices; and office equipment (i.e. telephone, printer, copier, facsimile, and calculator), basic legal terminology; the differences between authorized practices and the unauthorized practices of law; knowledge of legal terminology and procedures, policies, and operations, knowledge of the New Mexico Judicial Branch Personnel Rules. Fluency in Spanish is an asset.

Skill in working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; typing and entering data precisely, using a computer and computer software; establishing priorities and meeting deadlines; maintaining confidentiality, professional demeanor, and composure; filing; using good telephone etiquette; communicating effectively both orally and in writing with diverse parties; being organized; concentrating and paying attention to detail; active listening; and dealing with people diplomatically; avoiding practice of law and the giving of legal advice; dealing with conflict and hostile individuals; identifying potentially dangerous situations, applying proper English grammar, vocabulary, punctuation, and spelling; use of legal reference

materials; preparing legal documents and correspondence; compiling information and preparing reports; understanding and utilizing legal terms and phrases.

Ability to apply relevant policies and procedures to assigned work; use common sense; focus on the specific elements of a project; manage multiple projects concurrently; prepare and organize documents and correspondence precisely; provide information (without giving legal advice); recognize matters which should be referred to others; apply proper English grammar, vocabulary, punctuation, and spelling; proofread; utilize legal terms and phrases, maintain accurate files and records; operate office, taping and video equipment; use discretion when dealing with sensitive information; multi-task; accurately compile information and prepare reports; coordinate with others; research and retrieve information; communicate concisely and clearly; maintain professional demeanor and composure; apply good judgment to difficult and demanding situations and assignments; maintain good working relationships; remain impartial; deal with conflict and hostile individuals; recognize important details that may need further action; understand and follow records management procedures; learn rapidly and adapt quickly to changing requirements, outcomes and surrounding events; know when to seek assistance; appraise situations and recognize safety and security issues; work independently and under pressure; utilize conflict resolution techniques; establish priorities; meet deadlines; effectively manage time within restrictive time frames, follow written and oral directions and organize.

EXAMPLES OF WORK PERFORMED

Provide service and information to the public, attorneys, judges, law enforcement, and state and government agencies; provide routine assistance to the public, and outside agencies with forms, referrals and information according to Commission and court rules and guidelines; answer phones; retrieve and deliver mail to/from post office; mail complaint forms and brochures, reconcile postage log; submit work orders; submit service tickets; inventory and order office supplies; draft and prepare routine correspondence and pleadings; maintain files; coordinate document destruction and take to records center; coordinate the timely processing of documents; maintain calendar of deadlines and appointments; interact with Commissioners, presiding officers, respondents and/or opposing counsel. May perform Deputy Clerk of the Commission duties, including file stamp pleadings; open new cases and enter statistics into docket book; issue subpoenas and maintain subpoena log; record hearings; maintain case docket sheets; preserve exhibits for trial; assemble Commission trial notebooks; certify clerk files to Supreme Court, prepare office and hearing room for Commission meetings. May also date stamp and distribute mail; collect quotes and submit orders; prepare documents for archive and/or microfilm; serve subpoenas; communicate with witnesses; Bates stamp documents and evidence; assemble commission meeting materials and notebooks; assist with trial preparation; collect and organize discovery; and prepare, organize, scan, catalog, and Bates Stamp documents for electronic storage and use.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast-paced and stressful work environment in an office or government agency setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with the Executive Director, attorneys, co-workers, vendors, other agencies, and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to stand, walk, talk, hear, kneel/stoop, move, lift, pull and carry up to 25 pounds, be on call, work overtime and flexible work hours including weekends and holidays and travel (valid driver's license and clear driving record required). The employee may be required to sit or stand for long periods of time, and be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions.

Dev: 11/1/2013 – Judicial Standards Commission Legal Assistant 1