

## EDITED KSAPC LISTING

CLASSIFICATION: LEGAL ASSISTANT

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Working knowledge of legal concepts in order to assist and support departmental attorneys in representing the department
K2.	Working knowledge of legal terminology in order to assist and support departmental attorneys in representing the department
K3.	Working knowledge of legal principles in order to assist and support departmental attorneys in representing the department
K4.	Working knowledge of procedures in order to assist and support departmental attorneys in representing the department
K5.	General knowledge of legal reference material to conduct legal research including computer databases (i.e. internet, Westlaw, etc.) and library resources
K6.	Extensive knowledge of communication skills including grammar, punctuation, spelling, sentence and paragraph structure, organization and business writing using appropriate vocabulary
K7.	<b>Working knowledge of paralegal duties such as preparing common types of legal and other documents (i.e. pleadings, correspondence, and legal memoranda) to effectively interact with and understand the requests of the departmental attorney</b>
K8.	<b>Working knowledge of Personnel Computer (PC) or laptop and peripheral computer hardware devises such as jump drives, CDs, DVDs, and digital scanners to accomplish task</b>
K9.	<b>Basic knowledge of computer software applications (e.g., Microsoft Word. Excel etc.)</b>
K10.	<b>Working knowledge of legal and ethical principals that guide paralegal conduct, including unauthorized practices of law, lawyer supervision of non-lawyers, confidentially attorney-client privilege, conflict of interest and competence</b>
K11.	<b>General knowledge of basic office equipment (i.e., photocopier, fax machine, etc.) to perform necessary administrative and operational duties</b>
K12.	<b>Working knowledge of local rules of court by utilizing manuals, computer or telephone</b>
K13.	<b>Working knowledge of court procedures by contacting the specific court clerk</b>
K14.	<b>Working knowledge on how to prepare legal document in an effective manner (eg., briefs, motions, pleadings and declarations)</b>
K15.	Working knowledge of Harvard Blue Book to ensure proper formatting of legal document (i.e., case citation)
K16.	Working knowledge of federal, state and administrative court systems

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K17.	Working knowledge of case management process
K18.	Basic knowledge of transcript software
K19.	Working knowledge of legal reference (i.e., law library, Westlaw etc.) materials in order to research legal principles and procedures
K20.	Working knowledge of law library in order to research legal principles and procedures
K21.	Working knowledge of proper filing techniques to ensure court deadlines and statute of limitation are met
K22.	Working knowledge of service of process utilizing good judgment

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Effectively communicate information and ideas verbally and in writing
A2.	Stand and sit for long periods of time
A3.	Effectively handle multiple tasks simultaneously while maintaining composure and produce a quality work product
A4.	Effectively cope with stressful situations while maintaining a professional demeanor
A5.	Take initiative and work independently
A6.	Effectively prioritize and organize workload to ensure accurate and timely completion
A7.	Utilize time efficiently, pay attention to details, and prioritize assignments
A8.	Accept constructive criticism regarding work product and practices in order to continually improve work performance
A9.	Work independently and with a minimum amount of supervision when appropriate
A10.	Interact effectively in person and by telephone with attorneys, clients, witnesses, court personnel, co-workers and other professionals
A11.	Apply principles of professional ethics to specific factual situations

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	Accurately evaluate situations in order to assist departmental attorneys in determining an effective course of action
S2.	Communicate effectively both in writing and verbally in order to assist departmental attorneys, staff, and the public with all inquiries
S3.	Read and understand statutes, regulations, court decisions, proposed legislation, legal reference materials, legal documents, and other similar materials, in order to research and evaluate legal principles and procedures
S4.	Work cooperatively with attorneys, departmental employees, and the general public to address all issues
<b>S5.</b>	<b>Use word processing applications sufficiently and effectively to prepare, edit, save, and retrieve documents</b>
<b>S6.</b>	<b>Review legal documents for content, citations, formatting, page limitations, etc. to assist departmental attorneys</b>
<b>S7.</b>	<b>Use email functions effectively and ethically</b>
<b>S8.</b>	<b>Perform simple mathematical calculations (addition, subtraction, multiplication and division using a calculator when necessary to determine or verify mathematical figures</b>
<b>S9.</b>	<b>Use both manual (print) and electronic sources of law to locate applicable primary source materials</b>
S10.	Train other staff on how to perform a task or understand a concept
S11.	Properly cite check legal documents
S12.	Locate witness and potential parties and experts
S13.	Appropriately Shepardize cases to update and verify the reliability of cited legal authority/precedent
S14.	Use transcript software
S15.	Effectively prioritize work within time constraints and adjusting schedules to meet deadlines
S16.	Treat others with respect, courtesy, and tact to enhance communication and help ensure a positive reputation for the department.
S17.	Effectively follow directions given by supervisors and managers to ensure work is completed per their instructions and accomplishes the desired outcome.

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