

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Legal Assistant

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	2	Non-Exempt	Housing Management	Housing Management Supervisor

CLASS SUMMARY:

This position is responsible for performing legal support tasks. Responsibilities may include processing legal cases; preparing reports; and performing standard support tasks.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Processes and maintains small claims eviction and money claims cases.
2.	Prepares reports, including: transcribing legal documents; preparing satisfactions of judgments; preparing summons and complaints; and preparing statement of account documents to include itemization of charges.
3.	Responds to inquiries regarding case files, requests to commence cases, evictions, and other matters.
4.	Performs standard support tasks, including: maintaining case files in databases; documenting information related to evictions; performing data entry of legal documents; and performing related tasks.
5.	Reviews and approves legal service invoices for payment.
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Standard litigation processes;
- Federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Methods of preparing legal reports;
- Case file maintenance;
- Legal terminology;
- Legal support principles and practices;
- Legal invoice requirements.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Processing legal cases;
- Using a computer and related software;
- Maintaining legal records;
- Preparing legal reports;
- Reviewing legal invoices;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR