

Oklahoma Department of Corrections
Unclassified Job Descriptor

Legal Assistant

Basic Purpose:

Positions in this job class are responsible for assisting staff in the office of the General Counsel in all areas of operation. The Legal Assistant will perform legal duties that do not require an attorney.

Typical Functions:

- Drafts and files specific pleadings on behalf of an attorney
- Interviews witnesses and gathers information for cases on behalf of an attorney
- Reviews, assigns, and docketes all incoming cases for the agency
- Drafts correspondence and maintains files for attorneys
- Prepares responses to discovery requests and assists in depositions
- Assures deadlines and assignments are met
- Assists in the preparation of special reports for Federal Court litigation

Knowledge, Skills, and Abilities

Knowledge of legal research methods; docketing systems; word processing and civil litigation support. Skill in the use of Westlaw research and litigation support programs. Must have the cognitive ability and professional skills to effectively and professionally perform paralegal tasks, including knowledge of court deadlines, formats used by different legal venues, and knowledge about court pleadings.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Certification from an ABA approved Legal Assistant program.

Preferred Qualifications: Certification from an ABA approved Legal Assistant program; and experience in civil litigation support, offender case law, and operations of a legal office.