

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

Job Announcement: Legal Assistant

Nature of Work/Overview

This is advanced legal clerical work in the review, analysis and processing of legal documents or the provision of advanced legal secretarial and staff support to attorneys.

An employee in this job is responsible for the review of complaints, appeals, enforcement actions, applications, rulings, decisions, supporting transactional documents or other legal documents for compliance with applicable laws, regulations or terms of financial assistance or agreements. Employees are responsible for making recommendations to an administrative superior for further action or for making decisions to approve or disapprove actions. Work is differentiated from the lower level job in this series by the increased responsibility for independently making recommendations or decisions based on the research and review of facts, application of laws and regulations, or review of compliance with the terms of financial offerings. Also appropriate to this job are positions which provide advanced legal secretarial and staff support to one or more staff attorneys or legal counsel.

Advanced legal secretarial and staff support involves responsibility for legal research and document preparation activities that require a substantive understanding of the facts and issues of cases, such as the preparation of case summaries used to prepare briefs or administrative rulings or transactional documentation dictated by the terms of financial offerings. This work typically involves handling sensitive and confidential matters consistent with attorney-client privilege.

Work may also involve providing training and guidance to new employees and functioning as a lead worker to lower level staff. Work is typically performed independently under the supervision of a higher-level supervisor or attorney.

Examples of Work

- Reviews written complaints, appeals, applications, rulings or decisions to determine whether they meet basic statutory requirements.
- Gathers information through research and investigation in order to determine whether necessary legal requirements and regulatory requirements have been met.



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- Reviews enforcement actions to ensure compliance with departmental regulations, proper application of law, adherence to procedure and appropriate documentation of evidence of violations.
- Recommends approval or denial of appeals of administrative decisions, such as the prohibition of the sale of a firearm based on applicants' criminal records.
- Prepares and keyboards motions, briefs and other legal documents using appropriate format for various courts and quasi-judicial agencies, including but not limited to: U.S. District Courts, U.S. Courts of Appeals, U.S. Supreme Court, PA Common Pleas Courts, PA Superior Courts, PA Commonwealth Court, PA Supreme Court, U.S. Bankruptcy Court, and PA Environmental Hearing Board.
- Maintains case files and tracking systems and advises attorneys of upcoming trial commitments and special items needing their attention.
- Reviews and organizes exhibits, motions and other documents to be filed before a court or other adjudicatory authority to ensure that all procedural requirements are met and legal issues addressed.
- Reviews, organizes and drafts documentation submitted in support of financial transactions.
- Writes detailed case summaries to be used by an administrative official in making a ruling or by attorneys in preparation for court proceedings or settlements.
- Drafts standard contracts for services, loans, grants, investment advisory agreements and other financial documentation.
- Prepares case files and background profiles summarizing information gathered during an investigation.
- Reviews Commonwealth Court litigation to determine the impact of a court decision on an agency.
- Researches and reviews case law and statutes for relevant legal principles and applicable legal precedent.
- Shepardizes citations and utilizes research tools such as LexisNexis.
- Contacts field personnel to obtain facts and information pertinent to litigation.
- Processes and files documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body.
- Performs related work as required.

Knowledge, Skills and Abilities

- Knowledge of the laws, rules, regulations, policies and procedures that govern a specific regulatory program or adjudicatory process of the Commonwealth.
- Knowledge of legal, enforcement and regulatory procedures and practices.
- Knowledge of basic legal research techniques.
- Knowledge of business English and legal terminology.
- Ability to review and analyze complaints, applications, recommendations, rulings or decisions to determine possible inconsistencies with the laws and regulations governing a specific regulatory program of the Commonwealth.
- Ability to apply pertinent laws, rules and regulations in order to make a recommendation or decision.
- Ability to comprehend and interpret legal documents and to perform legal research.
- Ability to prepare case summaries including all pertinent information.

- Ability to use information technology tools and software in a Windows/Microsoft Office environment.
- Ability to use a personal computer to produce correspondence, memoranda, reports and other standard business documents. Ability to express ideas clearly and concisely, both orally and in writing and to compose correspondence, reports and case summaries.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements

One year as a Legal Assistant 1;

or

Four years of responsible clerical, investigative or enforcement work including one year of legal clerical support experience;

or

An equivalent combination of experience and training.

Compensation, Duration of Assignment, Work Hours

Rate: \$ 21.72 /hr

Duration: Six months

Work Hours: 8:30 am to 4:30 pm. Must be willing to alternate weekend coverage.

Location

Office-based work; must have capability to work from home.

How to Apply

Interested candidates are invited to submit a brief cover letter and a resume/CV (required) to Otis.Pitts@alleghenycounty.us. Please use the subject line: **“Legal Assistant.”**

Please note that this is a contract-only position hired through a temporary staffing agency. Benefits, including health insurance, are available through the contracting agency. Although the individual will be working on projects for the Allegheny County Health Department under the supervision of Allegheny County Health Department staff, the individual will not be hired as a County employee or be eligible for County Benefits.