

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
TORT AND CONDEMNATION SECTION**

JOB TITLE: Graduate Legal Assistant

STATEMENT OF DUTIES: Performs legal work in the Tort & Condemnation Section within the Civil Law Division.

SUPERVISION RECEIVED: Under the general supervision of the Supervising Deputy Attorney General or a Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Graduate Legal Assistants may be required to sit at a computer terminal while performing research and other duties up to eight hours a day, and may be required to travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior window office in a smoke-free environment.

DUTIES

ESSENTIAL FUNCTIONS:

- 60% Performs routine legal research on issues of general application or interest to the Tort & Condemnation Section legal staff or to the section's clients, and on specific issues presented in, arising from, or related to individual cases or other matters.
- 20% Under the direction of an attorney, prepares drafts of legal documents, including law and motion pleadings, discovery requests or responses, memorandums and letters, pretrial and trial pleadings, and appellate briefs.
- 15% Assists in the preparation and presentation of cases before trial and appellate courts which may include traveling.

MARGINAL FUNCTIONS:

- 5% Prepares correspondence on cases.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date