

Title: Legal Assistant	Effective Date: September 8, 2021	Grade: X	Job Category: Office - Clerical
Prior Title: Legal Title Assistant, Litigation and Claims Assistant	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is responsible for performing specialized tasks related to civil litigation, processing permit and waiver applications, maintaining multiple calendars to ensure filing deadlines are met, thorough title inspection and review, title document preparation, collection of damage to ARDOT property all under the direction and supervision of an attorney (e.g. contract, tort and eminent domain litigation, administrative procedures).

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist the supervising attorney in the management and processing of incoming and outgoing lawsuits until final disposition including preparation of complaints, answers, motions, discovery and other pleadings, interviewing potential claimants and communicating decisions and procedures to third parties.
- Assist the supervising attorney in the evaluation and processing of title documents for use in negotiated acquisition of land or by taking of land through eminent domain.
- Assist the supervising attorney with FOIA compliance from tracking receipt to final response.
- Assist the supervising attorney in communicating statutes and procedures for the collection of damages caused to ARDOT property up to and including potential income tax setoff.
- Maintain and organize legal files and monitor workflow processes to completion.
- Maintain docket calendars for multiple attorneys and assure all filing deadlines are met.
- Locate and interview witnesses, prepare subpoenas and coordinate witness attendance at trial.
- Obtain medical records and prepare medical exhibits and indexes.
- Compile, draft, prepare and edit legal documents, pleadings, legal memoranda, and correspondence including discovery documents and the management of incoming and outgoing discovery.
- Prepare trial exhibits and trial notebooks.
- Index and summarize or abstract documents and depositions.

MINIMUM REQUIREMENTS

Education and experience:

Paralegal associate's degree or two years of work experience as a legal assistant. Experience using online legal research tools.

Knowledge, skills and abilities:

Strong verbal and written communication and organizational skills including the ability to interview and communicate with claimants regarding personal injury and property damage claims. Detail oriented with the ability to manage multiple tasks simultaneously in a deadline-oriented environment. Working knowledge of Microsoft Word, Excel, Access and Outlook. Demonstrated excellent writing skills including proficiency in spelling, grammar and punctuation.

Working conditions:

Office environment.

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("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.