

## The Maryland-National Capital Park and Planning Commission

TITLE: Legal Assistant      GRADE: 20      DATE: 1/12/2017  
SERIES: Legal      CODE: 3400      EEOC: Paraprofessional      FLSA: Nonexempt

### Class Definition:

Under direction, supports professional legal work within and support of the Legal Department within Central Administrative Services by performing a range of legal research and office support duties within seven main areas: (1) legislative support, (2) litigation support, (3) legal and policy research, (4) contract administration, (5) land use support, (6) transactions support and (7) executive legal support. Performs standard, and some non-standard, assignments involving varied subject matter, complications and implications. Ensures completeness, soundness and sufficiency in special projects and day-to-day support work. Work is often highly confidential or highly sensitive. Some work has important impact on legal compliance and management actions department- or Commission-wide. Applies knowledge of a complete system of technical processes for providing substantive and procedural legal support along with knowledge of Maryland-specific judicial and administrative processes and Commission-specific interests and processes altogether to ensure one's own work products and services are effective. Independently performs various types of analyses and solves conventional problems; also solves a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly unusual matters. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of sound judgment in identifying, assessing and presenting policy options.

### Examples of Important Duties:

1. Legislative Support. Legislative support includes coordinating the work of Legislative Management Team of the Commission, which monitors Maryland legislation on topics important to the Commission. Incumbent tracks legislative research and bills using Maryland Legislative Information System (MLIS). Trains Commission staff to access the MLIS. Develops working relationships with State legislative staff, as well as government relations staff of other State and local agencies. Coordinates and participates in the Commission's weekly LMT conferences call during the legislative session. Drafts, edits and proofs confidential meeting notes of LMT conference call content. Drafts, edits and proofs Commission position statements and other advocacy materials. Researches and compiles internal Commission information for State legislators and staff. Interacts with members of the General Assembly on behalf of the General Counsel, with lobbying as specifically authorized by the General Counsel. Assists in compiling, designing and publishing the annual

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legislative report. Maintains digital and paper files for the Commission's annual legislative work program.

2. Litigation Support. Litigation support includes assisting the General Counsel and the Litigation Principal Counsel track the litigation caseload and report on it monthly, and providing as-needed support to the General Counsel and Litigation and Employment Law Team. Incumbent collects, tracks and troubleshoots internal data for the monthly litigation report. Analyzes monthly litigation data according to established metrics and protocols. Assists in publication of the monthly report. Provides legal and other related research. Supports the preparation of legal briefs, motions and memoranda. Edits and proofs litigation documents. Organizes and executes duplication of litigation documents for the General Counsel. Maintains appropriate digital and paper files. Manages documents and files for litigation matters. Assists in preparation of documents, exhibits and witnesses for trials and hearings. Files documents with courts and obtains legal documents from courts.
3. Legal and Policy Research. Legal and policy research includes researching, compiling and analyzing a variety of internal data, policies and legal subject matter such as labor law, land use law, and recent court decisions. Incumbent provides legal research using online tools. Develops working knowledge of existing corporate policies and regulations. Follows corporate record sources and retention cycles. Monitors and ensures compliance with Maryland Public Information Act (MPIA) requests, as assigned. Retrieves data and information from various internal and external sources. Conducts library and internet research on a broad array of legal and policy topics. Prepares spreadsheet tables or models appropriate to collect and summarize data. Drafts, edits and proofs narrative reports appropriate for internal and external use. Maintains appropriate digital and paper research files.
4. Land Use Support. Land use support includes provision of litigation support, hearing support and other legal and general administrative associated with the particular Land Use Team's representation of the Planning Board. Incumbent reviews legal documents including regulatory agreements and Planning Board resolutions that implement Planning Board decisions for conformance with templates and conditions imposed by the Board before assignment to attorney. Coordinates with Chairman's staff and other staff on agendas and related items and assists with information to inform the coordination of attorney assignments, and follows through to ensure specific work flow is properly distributed according to the assignments.
5. Contract Administration. Contract administration, as assigned, includes administrative monitoring of professional legal and service contracts. Incumbent ensures, directly or with the Purchasing Division and in coordination with Legal Department professionals, that insurance, financial and other requirements are met; monitors contractor performance; interprets and applies contract language; reviews and recommends change order requests and non-routine charges; reviews invoices and, as authorized, approves progress and final payments. Helps ensure implementation of corrective actions, as needed. Develops and

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maintains working knowledge of each contract (term, scope, rates). Monitors budget (funding sources) and accounting status of each contract and ensures adherence to proper contract term, scope, rates. Initiates contract amendment process, as necessary. Receives, logs and routes invoices to appropriate person for review and approval. Tracks contract balances and payment due dates.

6. Transactions Support. Transactions support includes assisting the Transaction's team with all facets of the contracting and procurement process. Incumbent tracks contracts and other procurement matters handled by the Transactions Team and provides all facets of support, as requested, to assist the Team in providing representation to clients within the agency including departmental contracting matters.
7. Executive Legal Support. Executive legal support includes tracking the work program, managing the calendar and screening correspondence for the General Counsel and/or Principal Counsels as well as providing general and project specific support to other attorneys. Incumbent manages the calendar of attorneys, as requested. Screens correspondence and telephone inquiries. Coordinates and schedules meetings. Executes approved purchasing transactions for the Legal Department. Prepares travel and expense reports. Organizes materials for meeting preparation and follows-up. Maintains digital and paper filing systems. Tracks the Legal Department work program, assignments and tasks using online databases. Executes plans for special events and meetings as requested by supervisor. Answers phones and participates in shared office support responsibilities. Develops and maintains content for the Legal Department's intranet website(s). Develops format and graphical content for various internal and published reports. Helps manage the online legal management system. Supports training and other activities conducted by the Office. Receives, controls, reviews, creates and processes a variety of general administrative and specialized legal materials. Maintains a database of templates, updates forms as necessary, and coordinates updates with appropriate staff. Maintains law library. Prepares reimbursement and expense reports for each attorney within respective Team and processes appropriately. Office administration includes performance of a range of general clerical services on an as-needed basis. Incumbent covers reception area and telephones; this includes screening and referring visitors and callers to appropriate staff member or other party and personally responding to routine inquiries. Monitors office supply inventory and ensures adequate supplies. Ensures office equipment support – calls for copier maintenance, coordinates daily information technology support service for office, office furniture support. May process petty cash requests and mileage reimbursements.
8. Other. Performs a variety of other duties and responsibilities consistent with areas of focus listed above.
  - Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive legal and programmatic data, and other sensitive information.

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- Stays abreast of developments in functional domain(s) of assignments, and of changes in guidelines applying to the areas of work focus such as matters of legislative support, of other types of Commission legal interest and policy and Maryland Rules of Procedure, and builds one's knowledge and skills.
- Communicates and interacts effectively with business contacts including, but not limited to, other members of the unit or team, other Commission employees, private attorneys who seek information or are filing claims on behalf of third parties, contract litigation counsel, governmental officials, employees and retirees and their legal counsel, and others to identify, research, and respond to legal office issues. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including concerns, wants and needs of stakeholders, in relation to legal assistance and corporate policy matters; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

### Important Worker Characteristics:

- A. (1) Knowledge of, and substantial skill in using, a complete system of technical processes for providing substantive and procedural legal support to the Legal Department and in performing policy research and support in addition to legal research and support.  
(2) Knowledge of legal concepts, legal terminology and a variety of general and specialized legal processes.  
(3) Knowledge of the Maryland Rules of Procedure\*, the MPIA and Maryland judicial and administrative processes sufficient to provide effective litigation support, MPIA support, legal research support and other Commission-specific legal support.\*  
(4) Knowledge of the relevance and importance of various legislative histories, policy issues, agreements and other information pertinent to the Commission's interests and perspectives in legislative matters from a legislative support perspective.\*  
(5) Knowledge of Commission organization, policies and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to identify subtle aspects of problems and make recommendations and decisions. Examples include tracking and analyzing legislative bills and drafting Commission position statements; compiling and organizing materials pursuant to MPIA Requests and in support of complex discovery matters in litigation; paying very close attention to detail in assembling and helping prepare documents, exhibits and witnesses for trials and hearings; researching, compiling and

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analyzing a variety of internal data, policies and legal subject matter such as labor law, land use law, and recent court decisions; computing summaries of staff hours and related fees; and reviewing legal documents, including regulatory agreements and Planning Board Resolutions, that implement Planning Board decisions for conformance with templates and conditions.

- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include locating and properly citing court cases and detailed legal opinions; drafting, editing and proofing Commission position statements and other advocacy materials in legislative support; and drafting accurate, clear and complete legal documents.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

### Minimum Qualifications (MQs):

1. An Associate's Degree in Legal Studies, Legal Support and Services or any related field.
2. Four years of progressively responsible legal support experience in substantive and procedural law that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.

### Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.