CITY OF TORRANCE

Legal Administrative Series Career Ladder

Law Office Administrator

BA in Public/Business Admin., or a related field. One or more yrs of mgmt. exp in office admin, including supervision of support staff. Substantial exp or graduate work may be substituted for the req'd educ. & exp. on a year-for-year basis.

Legal Assistant II

HS Grad or GED Cert; & Four years of recent experience in a law office or criminal justice setting as a Legal Assistant or Secretary; or two years of experience as a Legal Assistant or Secretary that included civil litigation and completion of a paralegal program that required a minimum of one year of study. Experience in a public agency is preferred.

Legal Assistant I

HS Grad or GED Cert; A minimum of one yr of recent experience in a law office or criminal justice setting in an administrative or clerical role; or completion of a legal secretarial program that required a minimum of one year of study. Experience in a public agency is preferred.

Requires add'l training or educ. to qualify for promotion — **PROMO** — **LATERAL**