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Office of Personnel Management

# Legal Clerical and Assistance Series

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## SERIES DEFINITION

This series includes positions involving legal clerical, assistance, or technical work not classifiable in any other series in the [Legal and Kindred Group, GS-900](#). The work requires specialized knowledge of processes, procedures, and practices to support legal activities.

This series coverage standard supersedes the one for the Legal Clerk and Technician Series, GS-986, issued in April 1982. Some positions that are now classified in this series were formerly covered by the clerical portion of the standard for the Legal Instruments Examining Series, GS-963, issued in April 1959. The Legal Instruments Examining Series now excludes clerical positions.

## EXCLUSIONS

1. Classify in the [Claims Clerical Series, GS-998](#), clerical positions that involve the processing, development, and verification of entitlement to benefits or other claims-related actions.
2. Classify in the appropriate series in the [General Administrative, Clerical, and Office Services Group, GS-300](#), positions that involve clerical, secretarial, or general office support work but do not require knowledge of legal processes, procedures, and practices.
3. Classify in the [Legal Instruments Examining Series, GS-963](#), positions that involve examining legal instruments and supporting documents to determine whether a requested action complies with certain provisions of various laws.
4. Classify to the [Paralegal Specialist Series, GS-950](#), positions that involve analyzing legal decisions; compiling substantive information on legal subjects; and collecting, analyzing, and evaluating evidence in connection with hearings, appeals, litigation, or advisory services; when the work requires specialized knowledge of law, but not bar membership.

## TITLES

There are no specific requirements for titles in this series, but it is suggested that, whenever possible, titles include either the word "Clerk" or "Assistant." Specific titles should reflect concisely the nature of the work, and be developed in accordance with the titling guidance in the [Introduction to the Position Classification Standards](#). Titles also should be preceded by "Lead" or "Supervisory", as appropriate.

Work that requires a fully qualified typist or stenographer must be titled using the appropriate parenthetical title. The titling instructions in the Introduction to the [Position Classification Standards](#) contain guidance on the use of parenthetical titles.

## OCCUPATIONAL INFORMATION

This series includes a variety of one-grade interval legal clerical and technical support positions that are not covered by other more specialized series. The common element is the requirement for knowledge of the form, content, and use(s) of civilian or military legal instruments and documents, and/or the steps and procedures involved in processing civilian or military legal actions pertaining to the activities of the organization in which the position is located.

Most positions in this series perform one or more clerical functions, such as --

- initiating and composing standardized legal forms routinely needed for specific legal actions;
- accepting service of legal documents, reviewing them for correct form and timeliness, and annotating case files and status records to reflect receipt and due date for response or other actions required;
- initially processing legal instruments, including receiving them, checking them for required information and acceptable form, locating and compiling information from files, determining if any treatment, such as rearrangement or simple computations is necessary, and routing the assembled material to an examiner for technical examination;
- maintaining docket calendars and tickler systems, coordinating schedules with Clerks of Courts, reminding attorneys of court appearances and deadlines for submitting various actions or documents, notifying witnesses of appearances and of changes resulting from suspensions or settlements; and
- establishing, maintaining, and closing out case files or systems of legal records, annotating indices and status records, compiling workload and status reports, and locating and abstracting data from files and records.

Some positions involve performing duties that are basically secretarial in nature as described in the classification standard for the [Secretary Series, GS-318](#). It is appropriate to classify such positions to the Legal Clerical and Assistance Series, GS-986, in accordance with the principles for classifying mixed series work, when the paramount requirement is specialized knowledge of legal processes, procedures, and practices.

Also included in this series are positions that involve various legal technical support functions. These may involve assisting in the conduct of hearings or judicial proceedings, case management and litigation, debt collection, and other similar types of activities for which there are ample precedents and established procedures.

## EVALUATING POSITIONS

Many positions can be evaluated by the [Grade Level Guide for Clerical and Assistance Work](#). Grade level guidance is also available in other classification standards and guides for one-grade interval work involving related functions, knowledge, and skills. Depending on the duties and responsibilities of the position, the following standards may provide appropriate grade level criteria.

[Office Automation Grade Evaluation Guide](#)

[Secretary Series, GS-318](#)

[Contact Representative Series, GS-962](#)

[Procurement Clerical and Assistance Series, GS-1106](#)

[Library Technician Series, GS-1411](#)

Positions that include responsibility for the work of others should be evaluated by the [Work Leader Grade-Evaluation Guide](#) or the appropriate [supervisory guide](#).