



## Legal Assistant III

Salary Grade: 14

Item Number: PHILSAB-LEA3-15-2020

Division: Space Policy and Legal Affairs Division

### Minimum Qualification Standards:

- Education: BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
- Experience: 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
- Training: 8 hours of training relevant to legal work, such as legal research and writing, or legal procedure
- Eligibility: Career Service (Professional) / Second Level Eligibility

### Duties and Responsibilities:

- 1) Coordinate activities across agencies and institutions in the creation and implementation of national policies;
- 2) Assist in the conduct of policy vetting and legislative liaising activities in line with advocating and implementing policies that support the growth of the Key Development Areas (KDAs) for SSTA development;
- 3) Receive, organize, maintain and keep documents relevant to the work of the Division;
- 4) Liaise and provide immediate assistance through correspondence with other units in the agency and with other institutions;
- 5) Assist in providing policy research, administrative, and logistical requirements for the space policy development of the Agency;
- 6) Assist in providing legal research, administrative, and logistical requirements for the legal service functions of the Agency; and
- 7) Perform other duties of a regular or special nature as may be assigned from time to time.

### Applicants who have all or any of the following background are encouraged to apply:

#### Competencies:

- Have basic knowledge of legal concepts, terminology, principles, and procedures.
- Have good attention to details to check spelling, grammar, punctuation, content, legal citations, and formatting of various output
- Have good organizational skills and can recognize and identify various documents to categorize in an appropriate filing sequence and maintain, organize, and compile information and documents from various sources in a categorical or functional order
- Have good intrapersonal skills and have the ability to communicate information in writing clearly and concisely to audiences with varying levels of understanding



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

[bit.ly/LEA3\\_15](https://bit.ly/LEA3_15)