



## 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:

- Basic knowledge of legal concepts, terminology, principles, and procedures.
- Attention to details in checking the spelling, grammar, punctuation, content, legal citations, and formatting of various outputs.
- Good organizational and intrapersonal skills.
- Recognizes and identifies various documents to categorize in an appropriate filing sequence; and maintains, organizes, and compiles information and documents from various sources in a categorical or functional order.
- Communicates information in writing clearly and concisely to audiences with varying levels of understanding.



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