



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Agnes Sowle, County Attorney, 503-988-3138
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: March 18, 2010
Subject: Reclassification Request #1418 (from Legal Assistant 1 NR to Legal Assistant 2 NR)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: February 23, 2010
Current Classification: Legal Asst. 1 NR
Job Class Number: 9002
Pay Grade: 115

Position Number: 713780
Requested Classification: Legal Asst. 2 NR
Job Class Number: 9003
Pay Grade: 117

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: February 1, 2010

Allocated Classification: Legal Asst. 2 NR
Pay Range: \$35,277.75 - \$49,387.51 annually

Job Class Number: 9003
Pay Grade: 117

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☐ Vacant - see New/Vacant Section
☒ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position - see New/Vacant Section

Employee Information:

Name of Incumbent Employee: Amy Goodale
New Job Class Seniority Date: February 1, 2010

Date	Job Class and Number	Grade	Rate	Action
January 31, 2010	Legal Asst. 1/NR (9002)	115	39,600/yr.	Pre-reclass
February 1, 2010	Legal Asst. 2/NR (9003)	117	39,600/yr.	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable MC Personnel Rule 5-50 and 2-40.

Reason for Classification Decision:

This position independently performs technical legal assistant work in support of attorneys. It is expected to independently identify solutions to complex issues. Essential functions include assisting with trial preparation and adjudication support; maintaining and updating pertinent information and

cases; communication with and support of attorneys, outside agencies and others. Since the incumbent's hire on 8/29/08, her responsibilities and independence have substantially increased to the full journey level. The duties gradually added over the last year are: provides in-depth assistance to four attorneys in preparing cases (civil forfeiture); performs research; works with the court systems; utilizes a number of legal databases, word-processing, and spreadsheet programs; uses independent judgment, research skills, problem solving, and case/document management.

Legal Assistant 1/NR (LA 1/NR) is the entry level in the non-represented Legal Assistant series which provides technical legal support for professional staff in the County Attorney's Office. At this level incumbents *learn* to proficiently apply/utilize basic legal terminology, procedures, software, and research tools. LA 1/NR differs from LA 2/NR in that the latter is the full advanced journey-level job class whose work assignments are broader in scope, more complex, require more in-depth knowledge and independent judgment to complete work assignments. The current level and scope of the job requirements for this position are consistent with LA 2/NR.

If you have any questions, please feel free to contact me at 503-988-5015 ext.22342.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner & Jacqueline Burns, HR Maintainers
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