



Month/Year
FLSA: Non-Exempt or Exempt

LEGAL ASSISTANT

DEFINITION

Under general supervision, performs a variety of specialized administrative, secretarial, and office support duties of requiring knowledge of the legal procedures; provides administrative support to management and departmental staff in the City Attorney's Office; composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments related to City Council activities, employees' bargaining units, employee grievances, claims and lawsuits filed against the City, and personnel issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an Executive Assistant and/or Assistant City Attorney I/II/Senior. May exercise functional direction over assigned administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is an experienced-level class in the legal support functional area. Incumbents are capable of performing complex administrative and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs and are required to be well versed in procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Assistant in that it provides more specialized administrative support work that requires legal services knowledge and training.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support in the City Attorney's Office by assisting with duties of a complex and confidential nature related to City Council activities, employees' bargaining units, employee grievances, claims and lawsuits filed against the City, and personnel issues; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Prepares and files all pleadings in Superior and Federal Court including criminal pleadings, civil pleadings, and weapons forfeitures; maintains calendars for filings and court dates.
- Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases.
- Coordinates arrangements for serving of summonses, complaints, and other legal documents by outside

- parties; coordinates the response to subpoenas by staff or other City departments.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, legal documents including subpoenas, warrants, petitions, briefs, motions, memoranda, and pleadings, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Maintains department and staff calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Develops and implements file, index, tracking, and record keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives and processes vendor invoices; prepares requests for payment for department head approval.
- Coordinates and integrates department services and activities with other agencies and City departments.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Sufficient legal terminology necessary to assume assigned responsibilities.
- Procedures, methods, and practices involved in composing, processing, typing, formatting, and filing a variety of legal documents.
- Applicable codes, regulations, policies, technical processes, and procedures related to the City Attorney's Office.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose legal documents, correspondence, and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade supplemented by specialized legal secretarial training and two (2) years of responsible legal secretarial experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.