

Title: Legal Assistant
Department: City Attorney
FLSA Status: Exempt
Reports to: City Attorney
Pay Grade: 132

Minimum Qualifications

A. Education and Experience:

High school diploma or GED required supplemented by legal assistant/secretarial courses and experience. Business school, Associate's degree or equivalent is a plus. Certification as a Paralegal preferred. Minimum of five (5) years of progressively responsible administrative experience, two (2) years of which are in the legal field. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

B. Certifications:

Certification as a Professional Legal Secretary, Certified Legal Assistant, or Paralegal preferred.

C. Knowledge, Abilities, and Skills:

Knowledge of legal office practices and procedures, legal terminology, business English, spelling, grammar, and commercial arithmetic. Proficiency in Microsoft Office Suite required. Knowledge of rules, regulations, procedures, and functions of municipal offices, municipal codes, ordinances, resolutions, and regulations; municipal organization programs and policies; functions of the courts. Knowledge of the operation, functions, and scope of authority of municipal offices as related to the handling and disposition of complaints, requests for information and delegated administrative details. Knowledge of uniform book citations and other legal research resources available. Knowledge of civil court procedures and litigation. Ability to compose legal documents, including memoranda, resolutions, ordinances, pleadings, with a minimum amount of supervision. Ability to comprehend various types of written information including legal documents. Ability to establish and maintain effective working relationships with other officials and employees of the City, County, state, and federal governments and agencies, representative of other utilities and the general public. Ability to handle several assignments concurrently, and prioritize effectively. Ability to type and to transcribe from machine or oral dictation. Ability to maintain security and confidentiality. Ability to read, analyze, and interpret common legal publications and documents. Ability to respond to common inquiries or complaints from City Officers and employees, customers, regulatory agencies, or members of the community. Ability to effectively present information to top management, public groups and/or others. Ability to calculate figures and amounts.

General Description

Specialized and confidential administrative support work involving legal administrative duties requiring a working knowledge of the organization and programs under the jurisdiction of the City Attorney. This position is responsible for administrative (paraprofessional) support,

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researching legal issues, preparing legal documents, and providing administrative support under the direct direction and supervision of the City Attorney.

Essential Functions

1. Researches, reviews, gathers, and compiles information and records for the City Attorney.
2. Drafts and tracks ordinances, resolutions, releases, deeds, pleadings, motions, and correspondence on general or legal subjects on a regular basis.
3. Under the direction of the City Attorney, assists in preparation and maintenance of City ordinances, resolutions, policies, and procedures.
4. Conducts initial review of City Commission agenda items requiring legal review and provides the City Attorney recommendations concerning approval/disapproval.
5. Serves as executive assistant to the City Attorney by planning, initiating and carrying to completion secretarial and administrative duties that would otherwise require the City Attorney's attention.
6. Assists City Commission and Charter Officers directly in responding to citizen inquiries and providing information relating to the City under the direction of the City Attorney.
7. Serves as staff support to special purpose committees.
8. Prepares notices of meetings and agendas, attends meetings, takes and transcribes summary of action and/or minutes, as required.
9. Schedules and maintains City Attorney's calendar of appointments, hearings, trials, activities, and meetings. Makes travel arrangements as necessary.
10. Receives and evaluates calls for City Attorney and facilitates requests for information and resolution of problems.
11. Exercises reasonable initiative and independent judgment in responding to inquiries from municipal employees, department managers, and general public; personally addressing administrative matters which do not involve policy determinations and in recognizing and immediately bringing to the City Attorney's attention matters of priority concerns.
12. Works independently and within a team on special, nonrecurring and ongoing projects. Acts as a project manager for special projects, at the request of the City Attorney., which may include: planning and coordinating multiple presentations, disseminating information, and organizing companywide events.
13. Coordinates, attends, and participates in administrative meetings as required.
14. Prepares reports as required and maintains efficient files and records; prepares department payroll, maintains petty cash, and prepares and manages department budget.
15. Processes purchase requests, purchase orders, and request for payments with department budget.
16. Assists administratively in litigation preparation by reviewing, researching, preparing, and filing pleadings.
17. Files office correspondence and records, and makes sure notices, memoranda, directives, and related materials are properly distributed and disposed of.
18. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), light lifting and carrying (under 15 lbs.), reaching, pulling, pushing, walking, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written)

