

DEFINITION:

Under direction, perform a wide variety of complex and confidential, administrative and technical legal duties and responsibilities in support of the City Attorney and other professional personnel in the City Attorney's office.

DISTINGUISHING CHARACTERISTICS:

Employees assigned to this classification are expected to work independently in planning, initiating, and carrying out work required to accomplish assigned duties and responsibilities. Incumbents may be assigned office management duties and responsibilities, including supervision of lower level classifications and budgetary responsibilities. This class is distinguished from the Legal Secretary class by providing professional legal assistance, exercising independent judgment in reviewing, preparing, and processing legal documents, conducting research, and responding to inquiries concerning assignments. Employees in this classification are not required to provide legal advice or present cases in court.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Perform a variety of administrative and legal duties and assignments including data gathering, research and investigation.

Measures: Work is performed and presented in a thorough, accurate and timely manner. Utilizes effective research techniques and principles. Law library and other resources are effectively utilized including on-line applications.

2. Type drafts and finished documents of a varied nature from written or verbal instruction or machine transcription, including legal documents, petitions, motions, notices, correspondence, reports, contracts, agreements, leases, and other materials of a sensitive, complex or technical nature. Receive, review and process weapons confiscation petitions and Pitchess motions.

Measures: Work is thorough, accurate and completed in a timely and professional manner. Effectively and professionally composes and processes a variety of legal documents and correspondence on own initiative.

3. Responsible for overseeing administrative files. Prepare, organize and maintain litigation files, supporting documents, and status information. Maintain records and data bases. Maintain City

law library including updating and retrieving information and serve as liaison to publishers and sales representatives.

Measures: Files are set up and maintained in a timely and efficient manner and according to departmental or City standards. Documents are timely and accurately prepared. Documents are assembled in accordance with court rules and filed with the appropriate court. Law library is effectively and efficiently maintained.

4. Oversee and coordinate schedules and calendaring system. Communicate with various courts for setting hearings on motions, arranging continuances, and obtaining procedural instructions. Coordinate meetings or trials as assigned. Make travel and conference arrangements. Arrange for court reporter and scheduling witnesses. Arrange legal process service.

Measures: Schedules and calendaring system are maintained to the satisfaction of the City Attorney. Effectively utilizes software programs to ensure conflicts are kept to a minimum. Court reporting, witness scheduling, and legal process services are effectively and accurately arranged.

5. Respond to requests for information and assistance, resolution of concerns and complaints as appropriate.

Measures: Appropriate, accurate, and timely response. Effectively responds to sensitive requests for information. Effectively communicates information to City management, claims adjusters, other agencies, attorneys, City employees, and the public. Appropriately interprets City policies, procedures, laws and regulations. Refers inquiries as appropriate.

6. Prepare annual office budget, track office expenditures, procure office supplies and equipment. Prepare and process requisitions, requests for demands, contract invoices and payments, appropriation transfers, travel allowances, cash vouchers, refunds or other similar forms or documents.

Measures: Budget documents are accurate and submitted on time. Adequate supplies and equipment are available.

7. Supervise, train, schedule and evaluate assigned personnel.

Measures: Duties are completed in a timely and efficient manner. Employees are kept apprized for their performance on an on-going basis. Employees receive appropriate training. Performance evaluations are completed in a timely and accurate manner.

8. Perform secretarial duties and responsibilities in support of the City Attorney or other professional personnel within the City Attorney's office. Draft simple resolutions, ordinances, closed session memoranda, City Council agenda items, and items of a similar nature.
9. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Knowledge of legal concepts, principles, terminology and civil and criminal law procedures; procedures used in preparing legal documents; legal research techniques, resources and references; court systems and procedures; legal calendaring methods; record keeping; budget preparation and processes; modern office procedures and practices; standard office equipment; English grammar, usage and spelling; filing systems, procedures, and records management; personal computers and various software; and principles of supervision.

Ability to:

Interact effectively with the public and employees. Research and analysis methods and procedures; work independently; identify /*-problems, evaluate alternatives and make logical decision; read, understand, interpret, and apply laws, policies, rules and regulations; meet critical deadlines; maintain confidentiality; supervise; communicate effectively both orally and in writing; type 50 wpm; learn the general functions and operations of a municipal government.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include an Associate's degree from an accredited college, or university, or equivalent education, with an emphasis on law, criminal justice, legal administration, paralegal program or related field and designation as a Registered Paralegal (RP) or a Certified Legal Assistant (CLA).

Experience:

Typical experience would include five years experience performing responsible legal secretarial work, two years progressively responsible supervision experience, and extensive experience in the use of computers and word processing software.

Special Requirements:

Ability to obtain and maintain Notary Public certification within six (6) months of appointment.