

**MAJOR FUNCTION**

This is a highly responsible and complex legal assistant position with administrative duties requiring an extensive working knowledge of the organization and programs under the jurisdiction of the City Attorney. Duties range from performance of standardized clerical assignments to administrative and legal duties which would otherwise require a staff attorney's personal attention. Projects which are highly technical or confidential are given close attention by the supervisor. This is the full performance level legal assistant class that is frequently confronted with emergencies, interruptions, and changing needs. Work is performed under general administrative supervision of the Administrative Supervisor and the work is reviewed for accuracy and results by the supervising attorney.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Prepares routine legal documents for attorney review. Files documents with appropriate court or administrative agency. Has frequent interaction with members of the public and City departments. Assists staff attorney to whom assigned by planning, initiating and carrying to completion clerical/assistant and administrative activities. Types legal documents, correspondence, reports, manuals, and other materials on general or technical subjects. Schedules meetings and hearings for assigned staff attorney. Makes travel arrangements for staff attorneys and completes required travel forms. Prepares and maintains legal files. Reviews documents prepared for accuracy and completeness. Performs related work as required.

**Other Important Duties**

Sorts, distributes, and responds to mail received. Receives and routes telephone calls, answering questions which may involve the interpretation of policies and procedures. May assist in training of lower level employees by instructing in proper procedures and reviewing work for adherence to procedures.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern legal office practices and procedures. Ability to understand and interpret complex oral and written instructions, maintain confidentiality when processing documents of a sensitive nature, establish and maintain effective working relationships as necessitated by the work. The ability to communicate effectively, orally and in writing, and compose letters and memoranda without dictation. Skilled in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and five years of secretarial and/or office clerical experience, three years of which must have been as a legal secretary.

**Necessary Special Requirements**

Possession of a valid Class "E" State driver's license at the time of appointment.

Established: 07-02-92

Revised: 07-22-94

11-15-01

04-26-04\*

02-26-19

07-31-20

12-02-20

03-17-21

06-19-21

11-16-21