

## CITY OF LATHROP

### LEGAL ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within in a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications to incumbents within the position*

#### **DEFINITION:**

Under general direction, provides a variety of complex, responsible and confidential office management and journey-level staff support to the City Attorney, assists with the handling of paraprofessional work in support of the City Attorney with all legal matters, including, but not limited to legal research, drafting of legal documents and manages the administrative functions of the City Attorney's office.

#### **DISTINGUISHING CHARACTERISTICS:**

The Legal Assistant to the City Attorney is journey-level legal administrative support class assigned to the City Attorney's office. This classification is distinguished from the lower level Legal Secretary position by the former's performance of highly complex administrative, analytical, confidential and time sensitive duties performed for the City Attorney's office. Incumbents are expected to exercise considerable independent judgment and discretion and apply experience in making decisions and providing information in accordance with established legal procedures. The incumbent must be diplomatic and sensitive to the needs of City Council members, treating all members equally, and at the same time keeping City Attorney informed of any critical issues.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from City Attorney.

#### **ESSENTIAL FUNCTIONS:** *(may include, but are not limited to, the following)*

- Provides support to the City Attorney; provides a wide variety of time sensitive, confidential, complex and highly responsible administrative and analytical duties; assists in the development and implementation of City Attorney's goals and objectives.
- Performs legal research, analysis and assembly of information and data for the preparation of reports and/or legal documents; must have knowledge of basic laws, provide legal research and other research as directed by the City Attorney, draft legal documents and correspondence as directed by the City Attorney. May file necessary paperwork for small claims proceedings with the Court.

- Provides a high level of administrative support related to execution of legal documents; coordinates and oversees multiple special and confidential matters and meets critical deadlines associated with City Attorney's office.
- Prepares relevant correspondence as necessary; screens correspondence routed to the City Attorney; maintains City Attorney's appointment schedule and calendar, arranges meetings, conferences and public functions.
- Coordinates travel arrangements, conference reservations and maintains itineraries for the City Attorney to attend local and national events; performs reconciliations and related paperwork for payment.
- Responsible for preparation of general correspondence, contracts and agreements, staff reports and resolutions, City Council presentations for open and/or closed sessions and maintains the department's web pages.
- Participates in budget preparation; gathers information and prepares cost estimates for budget recommendations; prepares justifications, researches and monitors accounts; performs account analysis; monitors departmental budget and allocation of funds by assisting with research and monitoring of various expenditures within the City Attorney's department, assists with pricing and negotiation of purchases for general office equipment and supplies.
- Maintains confidential and legal files for matters handled in the City Attorney's office.
- Responds to sensitive requests for information and assistance; assists in resolving citizen and business concerns related to claims and complaints; refers inquiries as appropriate; represents the City to callers and visitors in a professional and customer friendly manner. Arranges distribution and dissemination of oral and written communications to the public; makes sure all laws are followed relative to public records requests pursuant the California Public Records Act.
- Reviews claims; prepares initial drafts of responsive documents for attorney review.
- Coordinates depositions with outside parties; schedules meetings with city staff and outside parties.

- Reviews Public Records requests, determines responsive records in coordination with City Attorney, coordinates with various departments to gather responsive records, prepares initial drafts of responsive documents for attorney review.
- May lead and/or provide supervision, direction and training to other administrative positions.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparation of statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the knowledge, skills and abilities necessary for a Legal Assistant to the City Attorney. A typical way of obtaining required qualifications is to possess:

- (A) A high school diploma or GED;
- (B) Five (5) years of increasingly responsible legal assistant/paralegal experience;
- (C) Certification of Paralegal from a paralegal program approved by the American Bar Association is desired.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern office, administrative and clerical policies, legal procedures and practices of public administration; City codes and ordinances, complex legal, clerical, administrative and analytical tasks; basic principles of mathematics, applicable federal, state and local

laws, codes, and regulations, including the Public Records Act; modern office procedures, practices, method and equipment, including a computer and applicable software, ability to accurately record and maintain files. Knowledge of California Rules of Court, Judicial Council forms, trial calendar, discovery timelines and processing of court documents. Proper English, spelling and grammar; occupational hazards and standard safety procedures.

**Ability to:**

Provide complex legal support to City Attorney, read, understand and review documents for accuracy and relevant information; use applicable office terminology, forms, documents and procedures of the work; maintain complex office and confidential records and files, research, draft legal documents, correspondence and reports; understand and follow California Rules of Court procedures, meet critical deadlines, track court dates, trial calendaring, discovery calendaring, ability to follow oral and written direction and work independently and as part of a team. Observe safety principals and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationship.

**Skill to:**

Operate standard office equipment, including computer, word processing and software applications. Perform administrative and analytical assignments; evaluate projects and provide support as needed under minimal guidance. Prepare clear, concise and complete reports and or other written materials; collect evaluate and interpret varied information and data, either in statistical or narrative form; and exercise sound independent judgment within established guidelines.