

City of Mission Job Description

Job Title: **Legal Assistant**

Department: Executive

Supervisor: City Attorney



Classification: **Non-Exempt**

Division: Legal

Effective: 08/24/2015

I. JOB SUMMARY:

This position provides administrative and clerical support to assist the City Attorney's Office in bringing together staff resources from several departments to carry out specific projects and core functions of department. Legal Assistant will prepare draft legal instruments, conduct research, file documents, answer telephones, and develop standard operating policies and procedures for the office. Responsible for control and maintenance of all office files and records (active and inactive) and is the Legal Division liaison to the City Secretary's office. Responsible for maintenance of calendars for appointments, court hearings, and filing deadlines for active cases. Other duties as assigned by the City Attorney.

II. EDUCATION REQUIREMENTS:

- Accredited Associates Degree in legal field or equivalent work experience.
- High school diploma or GED required plus one year of specialized training and progressively responsible experience in legal administration or related field.
- Must be proficient in working with personal computer, typewriter, and general office equipment, and have good filing skills.
- Interpretation of legal contractual documents.
- Ability to demonstrate an obligation to department and City of Mission in handling materials and information of confidential nature.
- Effective interpersonal skill to communicate with all levels of supervisory and non-supervisory employees, government entities, vendors and others both inside and outside of the City of Mission.
- Must have knowledge of Microsoft Word, Excel, Outlook, and E-Mail.
- Must be able to use a 10 key calculator.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to complete background investigation. Incomplete, inaccurate or failure to report information will cause the applicant to be dropped from consideration
- Applicant must take and pass drug, physical, and pre-placement screenings administered by a City of Mission doctor at the City's expense
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with a clean driving record

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IV. SKILL AND ABILITY REQUIREMENTS:

- Follow a firm work schedule as directed by supervisor, performing work that is routine and detailed
- Compute, maintain and prepare complex records correctly, insuring confidentiality.
- Deal with various types of inquiries tactfully, courteously, and in a business manner
- Follow instructions orally or in written form and perform tasks with little or no supervision
- Establish and maintain effective working relationship with office staff, auxiliary departments, vendors, elected officials and the general public
- Receives and greets clients and guests.
- Make decisions based on available data/criteria, laws and regulations, or city policy
- Handle special projects of diverse nature as assigned.
- Read, interpret and relate information to others regarding documents such as ordinances, codes and city policy procedures.
- Ability to marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- Ability to use time effectively and efficiently; value time; concentrate efforts on the more important priorities; able to attend to a broader range of activities.
- Ability to be action oriented and full of energy for the challenging items; not fearful of acting with a minimum of planning; seizes opportunities.
- Ability to use rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious.
- Ability to demonstrate an obligation to department and City of Mission in handling materials and information of confidential nature.
- Effective interpersonal skill to communicate with all levels of supervisory and non-supervisory employees, government entities, vendors and others both inside and outside of the City of Mission; build appropriate rapport; build constructive and effective relationships; use diplomacy and tact; able to diffuse even high-tension situations comfortably.

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V. EQUIPMENT/MATERIALS:

General office and safety equipment/materials including but not limited to the following:

- Personnel Computer
- Fax machine
- Scanner
- Personnel Policy Manual
- Printer
- Ten key calculator
- Camera (digital & video)
- Copy machine
- Postage meter

VI. ESSENTIAL JOB FUNCTIONS:

- Answer telephone with clear, courteous, and business voice, and directs calls to the appropriate destination to expedite response.
- Maintain a message system to include answering, screening, and routing incoming calls, and if necessary, taking messages. Receive and greet guests. Serve as a point of contact for staff and guests.
- Prepare draft copies of legal instruments such as ordinances, legislative bills, leases, contracts, financial documents, pleadings, legal briefs, and petitions from dictation, verbal instruction or established procedures and process for proper action.
- Plan and develop standard operating policies and procedures that assure and facilitate smoother work flow for the department.
- Develop systems to ensure that all office work is completed timely and properly reviewed so that deadlines are met.
- Maintain calendars for attorneys.
- Responsible for control of all office files and records (active and inactive) and is the Legal Division liaison to the City Secretary's Office.
- Oversee maintenance of case status log for pending litigation and closed litigation.
- Research board minutes, ordinances, and real estate records and conduct other research and prepare written documentation and correspondence relating thereto.
- Assist staff with the preparation of presentations, spreadsheets, databases, reports, etc.
- Perform administrative duties in support of various programs by assisting with documents; special research/data compilation projects; coordinate processes, projects, and events; and assist in general business operations.
- Other duties as assigned by the City Attorney.

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VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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X. PHYSICAL DEMAND ANALYSIS:**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	O	Dolly with boxes up to 50 ft.
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date