



**Range:** SG-10  
**FSLA Status:** Non-Exempt  
**Date:** June 12, 2015

## **LEGAL ASSISTANT**

### **DEFINITION**

Perform all administrative support aspects of criminal misdemeanor caseload; act as City liaison between staff, claimants, and insurance carrier on all claims against City, inventory, and inspections, incident reporting, City vehicle accidents, and other liability issues; assist in drafting of proclamations, resolutions and routine ordinances; assist City Attorneys with civil and general matters.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Attorneys and Prosecutor.

### **ESSENTIAL AND SUPPLEMENTAL FUNCTIONS**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Criminal Prosecution:**

1. Maintain all criminal case files.
2. Prepare routine criminal pleadings, interview transcripts, correspondence.
3. Attend to all victim notifications as required by statute.
4. Prepare disclosure statements and provide disclosure to defendants as required by criminal rules.
5. Assist prosecutor with police officer training efforts.
6. Maintain all calendars and schedules for the Prosecutor, including the criminal court calendar; note all hearings, trials, and conferences; docket key deadlines.
7. Develop and maintain a database of essential criminal case information.
8. Assist prosecutor in trial preparation; compile exhibits, and arrange for witness interviews; prepare and serve witness subpoenas for appearances in court.
9. Work with police department personnel in obtaining police reports and exhibits, securing officer interviews, and requesting follow-up investigation.
10. Work with court and police department personnel regarding case handling issues and procedures, and improvements to same.
11. Researches a variety of legal problems by locating applicable precedents, legal opinions, statutes, and orders by computerized information or hard copy.

#### **Claims and Liability:**

1. Maintain claims and liability files.
2. Process claims against City, incidents involving employees and property, accidents involving City vehicles and perform as liaison with insurance carrier.

3. Keep City vehicle inventory current and ensure proper insurance coverage.
4. Work with and train City staff on internal handling of liability matters.
5. Prepare status and statistical reports as needed regarding claims, accidents and other liability issues.
6. Obtain certificates of insurance as needed for special events.
7. Finalize payment of claims, including obtaining appropriate release forms.
8. Coordinate annual insurance policy renewal with City's insurance carrier.

**Civil/General:**

1. Gather the necessary information from staff to draft and finalize routine proclamations, resolutions and ordinances, and submit for inclusion with agenda materials.
2. Preparation of correspondence, memoranda, pleadings, and reports for City attorneys.
3. Act as receptionist for the office, including answering phone calls, greeting and assisting visitors and responding to voicemail and email messages.
4. Support team efforts and assist in problem solving for continuous improvement..
5. Maintain or perform website content function within assigned role.

**QUALIFICATIONS**

Knowledge of:

- City, county, and/or state government.
- A general familiarity with civil and criminal legal rules, statutes, concepts, pleadings, and procedures.
- Modern office procedures, methods, computer equipment, and software.

Ability to:

- Organize work-using checklists and docket control.
- Maintain regular and reliable attendance.
- Demonstrate superior, seamless customer service, integrity, commitment to innovation, efficiency and fiscal responsibility.
- Type at a speed necessary for successful job performance.
- Meet strict deadlines.
- Respond to requests and inquiries from the general public in a cordial and professional manner.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Communicate effectively and establish and maintain cooperative working relationships with City staff, defense attorneys, defendants and the general public.
- Maintain confidentiality of privileged information.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

**EXPERIENCE AND TRAINING:** Any combination of experience and training that demonstrates the required knowledge and abilities is qualifying. Examples include:

**Experience**

Two years of increasingly responsible experience in a private law firm or a governmental legal

office.

### **Training**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or administrative training. Advanced education in legal secretarial, paralegal, or a related field is desirable. Other combinations of experience and education that meet the minimum requirements may be substituted.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office and courtroom environment.

#### **Physical Conditions**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time, prolonged computer work, and working closely with others; light to moderate lifting, general manual dexterity.