

LEGAL ASSISTANT

DEFINITION

To perform a variety of highly responsible and complex administrative duties including basic research; to manage correspondence, maintain detailed files, assist in maintaining claims by the City or against the City; to assist in preparing and filing court pleadings, staff reports and other legal documents and to process contract paperwork; and to provide specialized administrative support to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level specialized administrative support Legal Assistant class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the City Attorney to handle claims by the City or against the City; maintain claim logs; and process claims under the direction of the City Attorney and joint risk pool/ claims adjuster.

Prepare and file court pleadings based on use of templates: communicate with Court officials including defense attorneys, District Attorney's Office, and Probation Officers.

Prepare staff reports, and other legal documents based on use of templates; prepare agenda items; request records and files and other data; scan or make copies, gather and compile documents and other supporting materials.

Process contracts and insurance paperwork submitted for execution based on use of a prepared checklist; contact insurance companies; and perform related assignments as assigned.

Process and compile budget requests; process and recommend expenditure requests for designated accounts; manage and process payments of invoices and process payroll information as assigned.

Perform a variety of highly responsible and complex administrative duties including to function as a receptionist; greet visitors to the office; answer and screen calls; take messages;

manage correspondence, maintain detailed records and files, conduct basic research and analysis, and related tasks.

Make travel arrangements; schedule conference rooms; maintain calendar of proceedings and other critical dates; arrange for video conferences and continuing education opportunities; calendar and coordinate meetings; maintain the law library; process mail; notarize or arrange for documents to be notarized as requested.

Handle arrangements related to professional positions that the City Attorney may hold, such as president of the Contra Costa City Attorneys Association or officer with the League of California Cities.

Function as Secretary to Board/Commission/hearing officer twice a month, as needed; may assist other departments as needed.

Maintain sensitive files and records; prepare and compile detailed and complex documents with accuracy, in a timely manner and with confidentiality.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic legal procedures, processes and terminology.

Administrative office procedures and processes.

Principles and practices of basic City government organization and procedural processes.

Methods and principles needed for analysis; research, and detailed records management.

Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.

Principles and practices of public relations and internal/external customer service techniques.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of highly responsible and complex administrative duties including basic research; manage correspondence; maintain legal files; assist in processing claims by the City or against the City; assist in preparing and filing court pleadings, staff reports and other legal documents; process contract paperwork and related assignments; and provide specialized administrative support to the City Attorney.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Understand and process budget requests, invoices, and payroll.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Work independently and with initiative while following prescribed procedures.

Use sound judgment in recognizing scope of authority.

Maintain and manage sensitive, confidential and complex filing and record systems.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible complex administrative support experience in a legal environment.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in legal studies or a related field.

License and Certificate

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

Possession of California Notary appointment desirable, but not required.

Established: February 2019

FLSA: Non-Exempt