



Senior Legal Assistant

Department: City Attorney

SUMMARY: Provides skilled administrative and secretarial support to the City Attorney, Assistant City Attorney/Prosecutor, as well as various other courts and departments.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Manage timekeeping; maintain accounts payable; process check requests, review and track claims and litigation expenses; track budget items and prepare regular reports regarding the status of accounts; order and maintain office supplies, contact vendors and suppliers as needed.

Act as liaison to other City departments.

Independently respond to letters and general correspondence of a complex nature; compose and prepare letters, memos and reports pertaining to standard policies; draft pleadings; apply knowledge of relevant rules of court and filing procedures; transcribe from a recording device; type and assemble a variety of reports, letters, memos, manuals, newsletters and other materials and distribute as required.

Prepare and edit attorney signature memos, general correspondence, contracts, agreements, and other documents from written attorney notes; proofread legal documents and other material for accuracy and completeness.

Assist attorneys with legal research and analysis by locating applicable precedent, legal opinions, statutes, and orders; determine compliance with conditions of probation and provide recommendations for probation revocation and appropriate sanctions, motions to dismiss and diversion opportunities; case closures and objections to fine reductions.

Draft, compose, type and maintain a variety of legal documents, files and records for information related to the City Attorney's office; maintain manuals, update and resource materials; file and index office records, files, legal documents, and law library materials.

Answer phones and assist the public and victims with inquiries and information requests; projects; resolve citizen concerns and complaints and answer non-legal questions and provide information relating to City policies, rules and regulations in response to inquiries and complaints; open, route and calendar mail; respond to sensitive requests for information and assistance and refer inquiries as appropriate; notarize documents for City and public; maintain attorney appointment schedules and calendars.

Assist various other office positions as need arises; may cover responsibilities of Legal Assistant or Victim Advocate by performing criminal case preparation, liaison with records and evidence departments, process Motor Vehicle Department reports and criminal histories.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; Code of professional responsibility; criminal database administration procedures; Arizona legislative process.

Automated timekeeping, accounts payable and receivable and budgeting.

Proper procedure for handling confidential documents and record keeping.

Legal software systems and databases.

Victims' rights, advocacy and grant fund qualifications and protocols.

Skill in:

Assessing and prioritizing multiple tasks and demands to meet deadlines; presenting a professional demeanor while working in stressful situations.

Establishing and maintaining cooperative working relationships with contractors, coworkers and other individuals in contact during the course of work.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

Communicating clearly and concisely with the use of proper grammar and telephone and e-mail etiquette.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate of Applied Science degree in Paralegal Studies or Legal Assistant Program or closely related field, and three (3) years paid fulltime experience in a support position in a law office or legal environment ; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment are required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Formerly: Secretary to the City Attorney; Legal Assistant; Paralegal; Legal Assistant II, Nov, 2014

Revised: July, 2006; Jan, 2008; Dec, 2013; Nov, 2014