



<b>Department:</b>	City Attorney
<b>Bargaining Unit:</b>	Confidential
<b>Salary Range:</b>	C26
<b>Last Revision:</b>	July 2002

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## CITY OF HOLLISTER

### LEGAL ADMINISTRATIVE ASSISTANT

#### **DEFINITION**

Performs a wide range of professional legal administrative services for the City Attorney's office.

#### **SUPERVISION RECEIVED AND EXERCISED**

Responsibilities and duties may include, but are not limited to, the following:

Coordinate activities of the City Attorney's Department with those of other offices, departments and courts concerning city legal matters.

Perform legal research under the city attorney's direction.

Perform court filings.

Analyze and interpret city ordinances, policies and procedures.

Assist in the preparation, drafting and review of ordinances, resolutions, contracts, deeds, leases and other such documents.

Assist in preparation and administration of department budget.

Confer with public to explain policies and programs, and to respond to complaints and requests for assistance.

Investigate, analyze and prepare recommendations relating to proposed or existing programs, services and equipment requiring departmental input.

Review and process invoices and purchase orders of supplies, law books and other items, payment of fees for legal services, contract services and other expenditures.

Provide administrative assistance to Airport operations as assigned.

Answer the telephone, maintain calendars and perform clerical duties as assigned.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Basic terminology, principles, practices and procedures of a legal office.

Methods of legal research techniques, sources and availability of information, and methods of report presentation.

Budgets and standard office accounting principles.

English usage, spelling, vocabulary, grammar and punctuation.

#### **Ability to:**

Communicate clearly and concisely, orally, and in writing.

Effectively use independent judgment.

Effectively meet and work with the public both in person and by telephone.

Operate modern office equipment including computer equipment and software.

Follow oral and written instructions.

Type and enter data at a speed necessary for successful job performance.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish and maintain cooperative working relationships with those contacted in the course work including staff of other departments, city officials, outside agencies and the public.

### **Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Experience:**

Three years of increasingly responsible legal administrative work or administrative experience in a staff capacity in a public agency or a private law firm with concentration on administrative and/or legal office activities.

#### **Training:**

- A certificate of completion or a degree from an approved paralegal program or post-secondary institution;
- A baccalaureate degree, combined with a minimum of one year of law-related experience under the supervision of a qualified attorney; or
- A high school diploma or general equivalency diploma, combined with a minimum of three years of law-related experience under the supervision of a qualified attorney.

#### **License or Certificate:**

- Possession of a valid California Driver's License.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.