

CITY OF HOLLISTER
LEGAL ASSISTANT

DEFINITION

Under minimum amount of supervision, performs a variety of legal general office work in which assignments and procedures are indicated in general terms but require use of independent judgment; serves in a support services capacity to the City Attorney's office; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney.

DUTIES PERFORMED

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.

Answer the telephone, screen and direct calls.

Maintain City Attorney's calendar, file pleadings with the court.

Maintain a follow-up on correspondence and matters requiring action.

Review and check records, forms and other documents for accuracy, completeness and conformance to rules and regulations.

Coordinate and participate in the investigation, collection and compilation of a wide variety of information, materials, documents, reports and evidence.

Prepare and type ordinances, resolutions, contracts, leases, permits, correspondence, memos and reports from draft, verbal direction, and/or independently.

Transcribe memos, reports and records of proceedings.

Administer, coordinate or participate in city-wide programs or projects, as assigned.

Assist in preparation and administration of department budget.

Legal research under the direction of the City Attorney.

Explain City Codes and legal policies and procedures; provide information upon inquiry

to city staff or members of the public.

Schedule appointment and coordinate meetings and conference.

May attend meetings and prepare record of proceedings.

Set up and maintain files and filing systems.

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

Responsible for inventory of office supplies, and for maintenance of office equipment.

Maintain law library.

Work under limited supervision within a broad framework of standard policies and procedures.

Maintain confidential data and information.

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 of work including staff of other departments, city officials, outside agencies and the public.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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.

Word processing systems and office clerical procedures and machines.

Knowledge of:

Budgets and standard office accounting principles.

English usage, spelling, vocabulary, grammar and punctuation.

Ability to:

Communicate clearly and concisely, both 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.

Maintain financial data and records.

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

EXPERIENCE AND TRAINING GUIDELINES

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

Experience

Four years of increasingly responsible clerical and secretarial experience at least one year of which should be in the specialized area of assignment. Experience in an office environment which includes public contact is highly desirable.

Training

Equivalent to the completion of the twelfth grade, supplemented by specialized legal secretarial training with at least one year experience as a legal secretary or paralegal. Paralegal certificate highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skill and work environment:

Ability to work in a standard office environment.

Effective Date: November 16, 1998