

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

LEGAL ADMINISTRATIVE ASSISTANT

Salary Range: 16
Union Status: Non-Union
FLSA Status: Exempt
Date Adopted:

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DEFINITION:

The Legal Administrative Assistant performs specifically delegated legal work including: coordinates and performs City Code maintenance, legal assistance, administrative assistance, and office management duties in the Office of the Corporation Counsel; upon request coordinates and provides legal assistant services to the Mayor and City Council, Municipal Court, departments, boards, and commissions; and, facilitates the department's network and computerized data functions.

REPORTS TO: Corporation Counsel.

SUPERVISES: May supervise other workers.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other administrative assistant and secretarial classes by the responsibility for performing complex legal administrative support assignments and legal office management tasks and projects for the Office of Corporation Counsel ("Corporation Counsel"). Work is performed independently under the general supervision of attorneys and requires independent judgment, strong time management ability and a high degree of discretion to coordinate all activities required of a legal office. The employee performs in a capacity which frequently involves the execution of specific legal work requiring extensive knowledge of legal concepts that, absent such assistant, the attorney(s) would perform. Clear understanding and commitment to: employee confidentiality in personnel/labor relations policy; the attorney-client privilege; and, customer service and communications are essential components of this position due to frequent contact with the general public and public and private officials.

ESSENTIAL JOB FUNCTIONS:

City Code:

As directed, researches and prepares initial drafts of ordinances, resolutions and proclamations guiding City law; maintains ordinance disposition tables; codifies ordinances and prepares supplements to the City Code.

PROPOSED (02.08.2018)

Legal Assistance:

Prepares initial documents related to criminal and civil cases; reviews all municipal court cases, compiles reports and determines necessary witnesses; prepares most pretrial documents on own initiative for review by attorneys.

Communicates with witnesses, police, other attorneys and defendants as needed; communicates and coordinates with court personnel, city departments, public defenders and other individuals in matters related to criminal cases.

Organizes case information, prepares and maintains criminal files; tracks case dispositions and maintains records including accident reports, citations, police reports, subpoenas, officer court schedules, evidence releases upon Order, revocations, discovery, drug forfeiture hearings, abatements and court forms.

Types opinions, contracts, deeds affidavits, briefs and other legal documents requested by attorneys.

Maintains small legal office library and assists City staff in researching questions.

Prepares and files in Superior Court probate claims for City ambulance accounts.

At request of building inspectors and code enforcement officer, prepares and submits to Municipal Court Judge, requests for administrative search warrants.

Administrative Assistance:

Formulates correspondence concerning matters of judgment and interpretation (as opposed to fact and procedure); frequently selects ideas as well as language to convey desired meaning; types confidential and business correspondence. Acts, within general limits, for supervisor in his or her absence.

Receives and screens incoming calls and visitors; provides information and assistance to the public, public officials, groups and agencies regarding municipal ordinances and court-related activities.

Receives and routes incoming mail; reviews outgoing mail prepared by others for form, content and agreement with policies.

Office Management:

Maintains budget and records to provide accurate information on department accounts; orders supplies and prepares vouchers for payment of bills incurred by department.

Maintains departmental filing system and personnel and payroll records; organizes and maintains all electronic and hard copy files, records and forms.

Updates and evaluates office procedures, networks and computerized systems, technical filing, index systems and forms; implements changes subject to general approval of supervisor.

Keeps calendar of events and keeps attorneys informed of significant and important items requiring their review or action; makes appointments, arranges for transportation, accommodations and conferences.

Other Job Functions:

Copies and distributes information to Councilmembers and other City officials.

Participates in professional association functions.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed indoors in an office environment, including interactions with people in high-emotional tension situations either in-person or via telephonic communications. Equipment used includes computer and peripherals, telephone, facsimile machine, copy machine, and other commonly used office equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Washington State codes and principles (criminal law, municipal law, public administration; Public Records Act; etc.); legal terminology, forms and publications; law office management principles and procedures, including Rules of Professional Conduct; law library use and maintenance; Washington State court rules and deadlines; legal research and legal writing; real property procedures including foreclosures and liens; business letter writing; correct punctuation, spelling and rules of grammar; sources for checking legal citations; processing requirements and procedures for public documents.

Ability to:

Maintain calm and professional demeanor in high-pressure interpersonal interactions; research and prepare legal reports and correspondence independently; learn, apply and interpret laws, legal documents, ordinances, policies and procedures; understand and follow written and oral instructions; use good judgment in evaluating situations and making decisions; maintain confidentiality of sensitive and confidential materials; maintain effective public relations and interact positively and effectively with diverse individuals using tact, patience and courtesy; organize physical space and coordinate scheduling to avoid conflicts; keyboard rapidly and accurately; and, conduct administrative work of Corporation Counsel to assure timely and efficient office operations.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

- High school degree or GED and two years of college (criminal justice, business, paralegal courses preferred), and
- Five years legal or administrative professional experience in a court or legal office, which included high level customer service response.