

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Legal Administrative Assistant*
Department: *Law*
Reports To: *City Attorney*
Status: *Non-exempt /Non-union*

Job Summary:

Coordinate and perform legal secretarial, research and paraprofessional duties in the City Attorney's office in the areas of case files, civil and municipal law, management, civil litigation, preparation of contracts and City Council agenda items, communication with other departments, database administration, as well as research and investigation. Individuals assigned to this classification function as legal department administrative assistants and are expected to apply thorough knowledge of legal secretarial practices and procedures and terminology to work situations requiring the use of independent judgment, and be responsible for matters such as case management system development and department administration functions, as well as major project litigation records management and system administration.

Essential Job Functions:

1. Coordinate and assist the City Attorney on day-to-day priorities and major case management administrative functions.
2. Administer, develop and maintain office case management system including helping to develop new case panels, writing and editing reports, implementing document management and document assembly capabilities of the system's software.
3. Perform paraprofessional tasks including opening, maintaining and closing criminal and civil files, setting up and maintaining office memoranda and other files, tracking requests for assistance; keeping accurate records of tasks accomplished; calendaring of court dates and appointments, and protecting confidentiality.
4. Provide initial discovery packets to defense attorneys; send out pro se letters, victim impact statements, CPS letters, BAC documents, lab reports; request matters such as 911 tapes and photos, and police records; and subpoena witnesses and acquire exhibits.
5. Coordinate case schedules with City Attorney/Assistant City Attorney, Prosecutor, police department, other witnesses and courts.
6. As assigned, attend court on pretrial dates and the jury selection process.
7. Type/word process pleadings, briefs, ordinances, resolutions, agenda bills, memos, resolutions, contracts and other documents as directed from handwritten, typed and dictated sources with close attention to accuracy and neatness. Compose documents under direction of City Attorney, Assistant City Attorney, and Prosecutor.
8. Assist on office and administrative function such as processing incoming mail, making travel arrangements, picking up and dropping off records, serving as receptionist, purchasing office supplies, maintaining the law library, and preparing vouchers.
9. Establish and maintain effective working relationship with attorneys, court personnel, supervisors, other City departments, department heads, co-workers, City officials and the general public using good judgment with the ability to enhance customer-focused services, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
10. Maintain departmental records as well as major civil litigation files, prepare regular reports for civil and criminal cases, and create database reports regarding statistical and other information.
11. Perform factual and legal research in office and other locations as assigned.
12. Function as a notary; serve as Court Clerk for signing subpoenas, also perform duties such as proofreading documents, or signing designated correspondence for Assistant City Attorney and Prosecutor.
13. Track agenda items involving the Legal Department, monitor disposition of unpaid Marina accounts, and track bankruptcy matters with memos to Finance Department.
14. Maintain the department website (input, edit, and update information and format).
15. May be assigned Civil Service Secretary / Examiner duties.

Associated Job Functions:

1. Assist the paralegal and other departments with secretarial functions as assigned.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of legal terminology, court rules, and legal secretarial practices and procedures.
- Excellent organization skills and ability to multi-task, be proactive, prioritize and self manage timeliness and work tasks in an open and high stress environment with frequent interruptions and changing priorities
- Written skills, oral communications skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Basic research skills, calendaring skills and ability to maintain accurate records and protect confidentiality.
- Ability to develop and use processes and procedures to maintain a systematic approach to legal matters that reflects the vision and direction of the department.
- Ability to work productively and efficiently to accomplish tasks with minimal supervision.
- Ability to participate work independently or as a team leader or as an effective legal team member in an environment of changing roles and responsibilities.
- Ability to provide clear, concise legal and technical information to a variety of audiences including City staff, defendants, victims, and the general public and to work with hostile persons in the office or over the phone.
- Ability to assist victims with information regarding matters such as No Contact Orders, Protective Orders, Victim Impact Statements, or services available to victims and families.
- Ability to interpret, evaluate and prepare written reports.
- Ability to proof and apply a thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to utilize personal computer and associated City and departmental software, dictaphone, and other standard office equipment, legal research volumes and internet resources.
- Ability to utilize the Judicial, Superior Court, and Juvenile Court Systems through JIS-Link.
- Ability to transcribe hearings/meetings from a video or audio tape

Working Environment and Physical Demands:

Work is performed primarily indoors in a legal office environment with frequent interruptions. Works requires the ability to sit or stand for extended periods of time; hand eye coordination and fine manipulation skills to operate computers and office equipment; as well as a normal range of hearing, visual acuity and speaking ability to interact with individuals in person and on the telephone. Also must reach, bend and move files and boxes up to 30 lbs. Some walking or use of a vehicle is needed to travel to and from courts, records locations, and other locations.

Experience and Training Requirements:

- High school diploma/GED equivalent **with** two years college-level coursework or vocational training in office management, legal secretary or administrative related areas, **and**
- Four (4) years of experience as a legal secretary providing support to an attorney or department director.
- Requires ability to interact with distraught, angry or otherwise emotional citizens and defendants in a professional manner and develop customer focused solutions.
- Proficient legal assistant, research, administrative assistant, proofing, and facilitator skills.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs, as well as internet research tools.
- Keyboard skills of at least 65 wpm.
- Must sign agreement acknowledging confidential nature of employment.
- Must pass background investigation, which includes criminal records check, screening for prior sexual offenses and recent drug use.
- Valid Washington State Driver's License and a good driving record.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert/95
Revised: NWM/HR1/04, 6/04, HR 7/10, HR 10/12, HR 12/14

FLSA: Non-exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.