



Class Code: 070  
WP Code: Legal Assistant  
Established: March 10, 2016  
Revised: \_\_\_\_\_  
EEO Code: T

## CLASS SPECIFICATION

City of Newark, California

### LEGAL ASSISTANT

**DEFINITION:** Coordinates administrative operations within the City Attorney's Office and reports directly to the City Attorney; performs a variety of complex and confidential secretarial and administrative duties for the City Attorney; performs related work as assigned.

This confidential, single-position, advanced secretarial class requires the frequent use of tact, discretion, initiative, problem solving skills, and sound independent judgment in complex legal situations, as actions can have significant impact upon City liability and outcome of litigation. Responsibilities include regular contact with contracted attorneys, City's liability insurance carrier, consultants, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures. This class is distinguished from the Executive Assistant in that the latter provides secretarial support to multiple persons including the City Council, City Manager, Assistant City Manager, and City Clerk and acts as Deputy City Clerk. This class is distinguished from the Administrative Assistant in that the latter does not require a firm understanding of legal concepts, processes, and drafting of legal documents.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Gathers and analyzes legal information and data; prepares reports and documents under the direction of the City Attorney

Drafts pleadings, prepares exhibits, and arranges for filing with the Court

Types and processes a variety of correspondence and legal documents such as resolutions, ordinances, legal opinions, contracts, briefs, leases, and agreements

Maintains confidential and complex legal files of ongoing Court cases and Law Library

Manages department budget and prepares amendments; creates data reports for review/approval; manages department purchasing and tracks expenditures throughout the fiscal year

Organizes own work and monitors projects, sets priorities, and meets critical deadlines

Receives and evaluates information, questions, and requests; determines urgency and action needed; provides information that may require the use of independent judgment and the interpretation of City policies and procedures; responds independently as appropriate.

## **Legal Assistant**

Relieves City Attorney of certain administrative matters by monitoring and following up on projects, tracking important activities and deadlines, and making arrangements for meetings and conferences

Assists the City Attorney in the creation, modification, and/or implementation of departmental goals, objectives, strategies, policies, procedures, and work plans

Serves as liaison on behalf of the City Attorney by coordinating with City staff, outside agencies, and the general public regarding various issues

Organizes and maintains various administrative, reference, insurance, claims, and risk management files

Processes mail; receives and screens office visitors and phone calls

Reviews finished materials for completeness, accuracy, formatting, compliance with policies and procedures, and appropriate English usage

*The Legal Assistant is also required to perform the following risk management duties:*

Manages risk management grants, emergency evacuation drills, Automatic Electronic Defibrillator program, and special events program

Issues certificates of insurance from City's insurance pool

Reviews proof of insurance submitted to City for sufficiency

Manage property schedule with insurer

Works directly with City's consultant to meet and comply with best practices requirements

Works closely with Executive Assistant to monitor and assist with processing of open liability and property claims through closure

Attends Risk Management Committee meetings gathers data, prepares reports, and schedules meetings

Prepares and submits annual liability insurance renewal

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing and office document formatting

## **Legal Assistant**

Drafting, formatting, and filing pleadings and other legal documents  
Operation of a variety of word processing, spreadsheet, and presentation software applications

Computer and paper record keeping and filing methods

Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions

Correct English usage, including spelling, grammar, punctuation, and vocabulary

Standard business arithmetic

Basic research techniques and report writing and data chart creation

Knowledge of property and liability claims and risk management processes

### Ability or Skill to:

Work independently to provide varied, responsible, often complex and confidential administrative assistance to management

Maintain confidentiality of documents, materials, and information

Perform complex legal clerical work involving initiative and sound independent judgment within established guidelines

Use discretion and tact in establishing and maintaining effective working relationships with other departments, outside agencies, and the public

Use judgment to communicate priority concerns to management

Analyze situations and resolve problems; interpret and apply City policies and procedures when appropriate

Use logic and reasoning to identify the strengths and weaknesses of potential solutions to problems; use judgment to consider the relative costs and benefits of the different approaches and choose the most appropriate option when appropriate

Read, comprehend, and interpret legal documents including case files, and government regulations

Research, compile, and accurately summarize a variety of informational materials and data, including police reports

## Legal Assistant

Compose correspondence, reports, documents, and legal materials independently or from brief instructions

Perform basic legal research of case law and statutory law

Communicate effectively both orally and in writing

Organize own work, set priorities, monitor/follow-up with ongoing assignments, and meet critical deadlines with a minimum of direction

Operate a personal computer, software applications, and other office equipment in a manner appropriate to the position; utilize computer research databases and Internet resources

Calendar court appearances, meetings, and deadlines related to litigation and claims against the City

### Experience and Training:

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

#### Experience:

Equivalent to four years of experience as direct support to an attorney either in a private or municipal law office or a department head.

Experience in a legal department and/or risk management department desirable.

Paralegal certification or specialized legal secretarial classes may be substituted for the required experience on a year for year basis.

#### Training:

College education in public or business administration, political science, legal studies, English, or a related field.

Special Requirement: Possession of a valid California driver's license.

Physical Demands and Working Environment: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment: Work is performed primarily in an office environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel,

## **Legal Assistant**

crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard and mouse; and to verbally communicate to exchange information.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt