

**City of San Rafael
Job Class Specification**

Job Title: Legal Assistant I/II

SUMMARY

The Legal Assistant is a flexibly staffed position responsible for providing administrative support to the City Attorney's Office. The position performs a variety of complex, confidential, paraprofessional and technical work. Incumbents work on a fairly independent basis as they perform varied and complex legal duties. The position requires a broad understanding of City processes, procedures and regulations.

ESSENTIAL AND IMPORTANT DUTIES:

- Performs confidential, technical and administrative legal tasks in support of attorneys.
- Prepares and circulates all legal notices and summons for code enforcement hearings.
- Arranges for appearance of administrative hearing officer, the hearing room, and court reporter. Prepares and files all legal notices of liens for fines and penalties assessed by the hearing officer.
- Performs a variety of duties related to subpoenas and records requests, including review of all subpoenas served on City Departments, checks compliance with legal requirements and informs attorney of status of records and/or witnesses.
- Coordinates Subpoena response with City Departments, prepares draft written response for review by attorneys, and collects appropriate fees.
- Researches department requests for case or statutory authority, locates, analyses and provides pertinent legal text and supporting documentation to staff.
- Conducts legal research of codes, regulations and other legal matters.
- Drafts and reviews legal documents, petitions, contracts and motion responses.
- Drafts all court petitions for Police Department confiscation of weapons under the Health & Safety Code, obtains supporting declarations from police officers, prepares supporting authorities, and after attorney review, files petitions with the court.
- Receives and screens visitors and phone calls, and provides citations to Municipal Code sections, legal documents, or other information as requested.
- Reviews Pitchess motions for police personnel records, obtains and reviews pertinent documentation from Police Department, drafts response for attorney review, including supporting authorities, and files responses with the court.
- Drafts Complaints for misdemeanor prosecutions of Municipal Code violations, arranges court dates and provides attorney with back-up material for court proceedings.
- Prepares annual office budget, including drafting of goals and objectives for attorney approval.
- Reconciles all office expenditures, manages all procurements of office supplies and equipment.
- Prepares and processes various forms and documents, including payroll.
- Prepares, organizes, reviews and maintains litigation files, subject matter and opinion files.
- Manages and maintains City Attorney's Office legal library.
- Maintains attorneys' calendars.
- Makes arrangements for attorney continuing legal education requirements.
- Sorts mail, attaches pertinent materials, and drafts responses.
- Types and/or composes correspondence, brief reports and administrative projects.
- Drafts reports to Council and management.
- Performs related duties as required.

KNOWLEDGE OF:

- Basic legal concepts, principles, terminology and procedures; general legal reference materials; formats for preparation of pleadings, briefs and related legal documents.
- Techniques and sources for researching and validating currency of legal codes and rulings.
- Standard office administrative practices and procedures, including business letter writing and the operation of common office equipment, including a PC and related software.
- Record keeping, report preparation, and filing systems and methods.
- Basic organization and functional responsibilities of City government.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Basic business arithmetic, Excel spreadsheets preferred.

ABILITY TO:

- Work independently with a self-motivated work attitude.
- Work with a high level of professionalism within the City and community.
- Develop areas of department expertise and City knowledge to improve client service and meet department objectives.
- Communicate critical information by conveying that information to staff clearly, accurately, honestly and concisely in accordance with department policies and procedures.
- Strive for an error free work environment and to exceed goals.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skills and abilities is: equivalent to graduation from high school, four-year college degree, Paralegal or Legal Assistant certification preferred, and/or any combination of experience, with a minimum of three (3) years in a law office.

Legal Assistant I

- Has 3-6 years experience in the legal field.
- Has office administration experience, including office budget, payroll and invoicing.
- Has developed proficiency in legal research skills.
- Uses initiative and discretion in accomplishing routine assignments, with a minimum of supervision.

Legal Assistant II

- Has 6+ years of experience in the legal field.
- Demonstrates mastery of skills sufficient to handle non-routine legal matters using discretion and initiative.
- Has experience in preparing office budgets, including drafting of office goals and objectives.
- Possesses analytical ability, ingenuity, judgment and administrative skills together with effective planning and problem solving.
- Assists in litigation management.
- Writes legal documents, work flow plans and reports.
- Prepares department budget, writes department's goals and objectives.
- Interacts and handles more complex issues with outside attorneys and City contractors.
- Handles more complex issues than Legal Assistant I.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA driver's license is required.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status:	Nonexempt
Prepared By:	Leslie Loomis and Gus Guinan
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