



City of Ames Legal Office Manager

SALARY	\$32.90 - \$47.50 Hourly \$68,423.47 - \$98,808.74 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-0120-01
DEPARTMENT	Legal	DIVISION	Legal
OPENING DATE	11/07/2025	CLOSING DATE	11/21/2025 5:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is currently accepting applications for a Legal Office Manager within the Legal Department. Under general supervision, provides paralegal assistance, administrative support services and office management for the City Attorney's office; supervises support staff; processes material of a confidential and complex nature; requires knowledge of legal terminology and processes; performs related work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a

salary closer to the median. The median salary for this position is \$83,616/annually.

Benefits

Our comprehensive benefits package can be viewed at: <https://www.cityofames.org/government/departments-divisions-a-h/human-resources/employee-benefits>

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Examples of Essential Job Functions

Examples of Essential Job Functions: Coordinates and participates in the office management, staff training, and clerical activities of the legal department; supervises support staff; assures timely and accurate completion of tasks; prepares and maintains office budget including approval of invoices; performs preliminary legal research; composes routine legal and land transaction documents; assists other City departments/divisions in the coordination and modifications to City ordinances as directed; maintains an effective and efficient electronic office filing system; maintains office records in accordance with records retention policy. Responds to requests for information from citizens and other City departments; reviews and answers procedural questions; assists attorneys in handling sensitive and confidential matters.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; teamwork. For leaders this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Associate degree or two years of post-secondary education in legal secretarial, paralegal studies or office management; three to five years of full service legal secretarial, paralegal, or administrative assistant experience including at least one year using electronic document management software; or an equivalent combination of education and experience. Experience with managing a budget and supervisory responsibilities preferred.

Knowledge, Skills and Abilities: Knowledge of legal terminology, forms, methods and procedures. Working knowledge of all legal and court procedures; knowledge of rules of the court, the discovery process, trial preparation processes. Proficient skills in Office365 and Adobe Acrobat; experience in electronic filing and searching such as EDMS and Iowa Land Records. Working knowledge of document formatting and filing deadlines for all courts and quasi-judicial/administrative bodies. Thorough knowledge of modern office practices and procedures including the utilization of automated technology to enhance office efficiency and effectiveness; considerable skill in the use of sophisticated computer software.

Exercises the highest level of confidentiality and judgment in working with confidential documents and situations.

Works effectively under pressure and communicates in a confident, proficient, and tactful manner with coworkers and internal/external customers; ability to establish and maintain an effective working relationship with the judiciary, opposing and co-counsel, elected officials, manager and members of other departments within the City, representatives of other agencies, and the general public. Ability to set goals, organize work, and delegate tasks to subordinates; ability to quickly learn new software and train office staff.

Supplemental Information

Required Physical Activities: Talking, hearing, walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, and finger dexterity.

Physical Characteristics of Work: Work is primarily sedentary and requires sitting and/or using various computer equipment 80% of the time; and standing and/or walking 20% of the time. Frequently requires the exertion of up to 10 pounds of force and infrequently requires the exertion of 10-50 pounds of force to lift or otherwise move objects.

Vision Requirements: The minimum standard for those whose work is involved primarily with preparing and analyzing data and written information, accounting, transcription, computer terminal and/or extensive reading.

Environmental Conditions: The employee ordinarily works in an office environment and is not substantially exposed to adverse environmental conditions.

Equipment Essential to the Job: Computer hardware including keyboard, headset, monitor, mouse and printer; a variety of Microsoft Office programs for word processing, spreadsheet, database, presentation; and specialized software; general office equipment such as writing utensils, copier, paper fasteners, paper cutter, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

Selection Process

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Depending on the number of qualified candidates, the City may forego phone interviews.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

E-Verify Process

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Legal Office Manager Supplemental Questionnaire

***QUESTION 1**

Please choose which timeframe best represents the amount of Legal Office experience you currently possess.

- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ More than 5 years

***QUESTION 2**

Briefly describe any relevant training or experience that supports your application.

***QUESTION 3**

Briefly describe your law office management experience.

***QUESTION 4**

Describe your experience with processing electronic filings with the court and other quasi-judicial/administrative bodies.

***QUESTION 5**

Briefly describe your experience with budget management.

* Required Question