

LEGAL ASSISTANT

Department: City Attorney **Classification/Grade:** 16
Division: Administration **FLSA Status:** Non-Exempt
Reports to: City Attorney **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision, provides secretarial support for the City Attorney's Office; performs related duties as assigned. Assume some independent judgment with minimal direction by the City Attorney.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prepare legal documents and correspondence in draft and final form and utilize independent judgment to determine proper distribution; proofread legal documents and correspondence and make required corrections in spelling, grammar, and punctuation.
3. Respond to citizen inquiries and requests for information regarding department activities, programs, responsibilities and procedures.
4. Respond to and screen calls from the public, clients, litigants, and attorneys, seeking information on cases and legal issues involving the City Attorney's Office.
5. Assist with problem formulation, data collection, and analyses for special studies such as researching cases handled by the City Attorney's Office.
6. Maintain court calendars, make court arrangements, provide for court reporters, and notify parties of court schedules; ensure deadlines connected with civil cases filed by or against the City are met.
7. May review and prepare criminal complaints, subpoenas, warrants, motions, appeal depositions, and other documents relating to Municipal Court matters.
8. May assist in the preparation for trials or hearing, including ensuring the proper categorization of case material; formatting submitted material and departments; strength sufficient to lift and carry routine office supplies; endurance sufficient to maintain efficiency through entire shift.
9. Data entry and proofing of Ordinances to be entered into the Codemaster software.
10. Investigate and review facts comprising cases.
11. Create, organize and update civil, criminal and departmental files and records.
12. With minimal direction from the City Attorney, completes legal research via Westlaw, the Nevada Law Library on CD ROM, and the Mesquite Municipal Code via the Codemaster Software System.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Rules for formatting, preparation, filing and service of legal documents

- Legal terminology and legal citation formats;
- Practical knowledge of applicable state and federal legal procedures including court rules, court proceedings and deadlines;
- Assisting in setting and monitoring deadlines regarding court appearances and for preparation of legal pleadings and other papers;
- Office practices and procedures including business correspondence, filing, and standard office equipment operation;
- Proper use of business English and grammar and accurate spelling;
- Computer software used in a law office environment including, but not limited to, Word, Word Perfect, Westlaw and Codemaster;
- Methods of researching cases and law and how to utilize a Law Library;
- General municipal or governmental legal office practices and procedures.

Ability to:

- Perform a range of legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription;
- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations;
- Handle multiple tasks and shift priorities to meet deadlines as needed;
- Understand and carry out complex oral and written instructions;
- Operate a personal computer utilizing software commonly used in a law office;
- Type neatly and accurately from rough drafts, reports, and dictating equipment;
- Read and understand legal documents;
- Establish and maintain effective working relationships with all levels of City employees;
- Develop and maintain accurate recordkeeping systems.

Special Requirements:

- Must be bondable to be a notary

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or equivalent.

Experience: At least two years' legal experience in a law office utilizing modern legal office machines, computer software and procedures.

License or Certificate: Must possess at the time of employment and continuously throughout employment a Class "C" Nevada driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; occasional stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to attend off-site/out of town training, handle stressful situations and must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile .Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved;

September 2002
July 2007