



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Legal Assistant</b>	<b>JOB CODE: 1004</b>
<b>EFFECTIVE:</b>	<b>July 1, 2007</b>	<b>FLSA: Non-Exempt</b>

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**Summary:** Under general supervision, performs legal secretarial and administrative functions to support the activities of City attorneys.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Exercises initiative and independent judgment in performing legal secretarial and administrative functions; makes decisions within limits of delegated authority.
- Supports case preparation; reads, reviews and distributes minute entries and supporting documents; acquires and organizes accident reports, police reports, statements, photos and other background information; organizes case files and tracks cases through legal system.
- Assists in gathering information for prosecution and litigation; prepares and follows up on subpoenas; prepares written and oral reports for internal and external audiences; routes legal documents to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information; resolves routine problems; provides assistance and support in a variety of civil and criminal case activities.
- Types and proofreads legal documents; composes correspondence and other documents on subjects requiring knowledge of City procedures and policies; creates, edits and processes memoranda, legal and technical documents and other communications.
- Creates and maintains criminal and civil case files; researches files and computer databases.
- Receives, opens, reviews, sorts and distributes mail; maintains attorney and court calendars; answers phones and accommodates walk-in clients; prepares purchase requests and vouchers; coordinates and monitors assigned projects.
- Maintains absolute confidentiality of work-related issues, records and City information; refers matters requiring policy interpretation to supervisor for resolution.
- Performs other duties as assigned or required.

**Knowledge and Skills:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of legal and law enforcement terminology, and court processes and procedures.
- Knowledge of Federal and state laws, and City regulations, codes and written directives.
- Knowledge of professional standards for business correspondence, writing, spelling and grammar.
- Knowledge of principles of record keeping, case files and records management.
  
- Skill in writing and completing accurate reports, legal documents and correspondence.
- Skill in reading, understanding, and applying relevant City, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- Skill in planning, prioritizing and completing assignments with minimum supervision.
- Skill in conducting research, and preparing reports, technical documents and correspondence.
- Skill in communicating effectively, and using discretion and sound judgment.
- Skill in maintaining accurate records, and entering information into a computer system with speed and accuracy.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in establishing and maintaining cooperative working relationships with law enforcement and court officers, employees, advocates, and the public.

**Minimum Qualifications:**

High School diploma or GED equivalent, AND three (3) year's administrative support experience; OR an equivalent combination of education and experience. Associate's Degree in Business or Public Administration and legal office experience is preferred.

Must maintain a valid State of Arizona driver's license.