



LEGAL ASSISTANT

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title: Legal Assistant
Working Title: Legal Assistant
Department: Legal
FLSA Status: Non-Exempt

Effective Date: January 1, 2024
Type: Non-Represented
Supervisor: City Attorney
Supervises: None

CLASSIFICATION SUMMARY

Under the general direction of the City Attorney, this position performs various technical, administrative, and clerical tasks in a legal and fast-paced environment. The Legal Assistant provides internal and external customer assistance, conducts legal research, performs data processing, and establishes and maintains legal file systems. This position is responsible for a variety of highly confidential and sensitive information.

SUPERVISION

Not a supervisory position.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

70% Research, Draft & Transcription

Responsible for transcription, composes letters and memoranda, proofreads and edits correspondence, generates reports and other material and correspondence requiring judgment as to content, accuracy, and completeness.

Prepares routine ordinances, resolutions, and findings for City Council. Coordinates special ordinances and findings preparation (with respect to information gathering, review, and initial drafting) with attorneys and City staff.

Assists with litigation preparation and correspondence.

Responsible for service and filing of legal documents upon parties and courts.

Performs limited or initial investigation of issues and inquiries.

Performs legal research (via internal and external resources) as requested by the City Attorney.

Responsible for assembly of records for Land Use Board of Appeals cases.

Coordinates the legal documentation and closing aspects of the land acquisition process, including initial drafting of contracts, deeds, earnest money agreements and options to purchase. Reviews property documentation, including research to determine property ownership and condition of title. Reviews acquisition documents for accuracy, appropriateness and completeness. Obtains necessary mortgage and lien releases and arranges for escrow closings.

Performs heavy word processing, slideshow preparation, and spreadsheets.

Performs initial review of contracts.

Prepares initial drafts of agreements and contracts.

Independently prepares extension agreements and other form agreements.

Independently reviews bankruptcy notices and directs staff on action to take.

Independently reviews class action notices and works with staff on action to take.

Independently reviews and revises stormwater maintenance agreements and easements.

Reviews City's purchasing activities, instructs and assists departments in complying with procedures. Drafts Request for Bids, Request for Proposals, Request for Quotes, etc.

Independently prepares caterer agreements and works with staff on maintaining caterer insurance and Oregon Liquor and Cannabis Commission (OLCC) requirements in connection with use of City facilities.

Independently prepares routine legal correspondence for own signature.

Independently reviews discovery requests, gathers information to respond to request, and prepares letter for response to request.

Independently and regularly communicates organizational direction with respect to contracting and other project areas as assigned by the City Attorney which may include developing and sharing guides, instructions, FAQs, etc.

20% Document & File Management

Responsible for document and file management including organization and cataloguing of numerous documents, files, and notebooks such as library publications, correspondence, and internet material pertaining to the City Attorney's Office.

Responsible for case closure and archiving of files.

Maintains confidential case files, follow up, and other essential legal records and files to assure that all pleadings are filed on a timely basis as prescribed by court rules, and that all court orders are complied with and that all letters are answered.

Responsible for tracking and follow-up on subpoenas received by the City, processes bankruptcy notices and maintains and logs mandatory continuing education requirements for the City Attorney.

Maintains law library. Updates computerized legal research program and orders periodicals, law books and other requested materials.

Assists with maintaining City contract files. Responsible for gathering signatures, follow up to ensure contracts are renewed on a timely basis, and assisting with local contract bidding questions.

Independently tracks contracts for the City and notifies staff of terminations and auto renewals.

Researches in-house documentation for easements and other recorded documents.

Independently researches legal lot of record documentation and prepares for attorney's review.

Reviews lien docket, housing loans, and ownership records to ensure City maintains its ability to enforce a lien.

May serve as Notary Public.

5% General Administration

Responds professionally to inquiries from citizens, employees, and others via all communication mediums as they pertain to the City Attorney's Office.

Assists in maintaining the City Attorney's calendar, office organization and customer relations, schedules appointments, registers personnel for conferences and seminars, and makes travel arrangements and itineraries.

Assists with confidential transactions. Retains highly confidential correspondence and files.

Keeps City Attorney informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

May receive, stamp, and distribute incoming mail. Processes outgoing mail.

Independently screens correspondence and processes routine items.

Operates office equipment as required and maintains office supplies.

5% Budget

Coordinates development and ongoing maintenance of the budget for the legal department. Prepares department budget and support documents. Gathers information on costs of material and equipment. Prepares draft and final budget documents for the legal department.

Processes purchase orders and requisitions for assuring proper approvals, coding and records. Monitors budgeted funds and tracks and analyzes expenditures throughout the year. Makes recommendations regarding budget changes.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical & Mental Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, phone, printer, copy, scan and fax machines, and other related tools and equipment.

Mental activities required include frequently using interpersonal skills, teamwork, customer service skills, and discretion; continuously using decision making skills, problem analysis, independent judgment and/or independent action. Also needed is the ability to handle high levels of stress and stressful situations on a continual basis as well as the ability to handle multiple tasks in a fast-paced environment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions, including frequent/prolonged use of a personal computer, calculator and telephone. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Occasionally may require attendance at meetings or activities outside of normal working hours.

MINIMUM QUALIFICATIONS

Education & Experience

Graduation from a high school or GED equivalency with specialized coursework in general office practices such as typing, filing, operating a computer, and various software programs and five (5) years of related experience in a legal office or court environment with increasing responsibilities, preferably in municipal government; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Confidentiality with excellent judgment in regard to disclosure issues.
- Legal terminology and procedures related to court filings.
- General and modern office procedures.
- Local government structure and the main roles of other governmental agencies.

Skill & Ability

- Intermediate to advanced skill in computers and electronic data processing (e.g. Windows, word processing, spreadsheets, PowerPoint, Outlook, and the Internet) and working knowledge of modern office practices and procedures.
- Operate office machines including but not limited to phone, computer, transcription machine, copy/fax/scanner/printer, 10-key calculator, and laminating machine.
- Work independently
- Effectively prioritize workload.
- Handle stressful situations and work in a fast-paced environment.
- Maintain accurate records, as well as typing and entering data accurately.
- Maintain confidentiality.
- Express ideas effectively, both orally and in writing.
- Establish and maintain effective working relationships with City officials, City staff, and the general public.

Licenses, Certifications & Other Requirements

- Notary Public preferred.