

City and Borough Sitka, Alaska

Class Specification

Class Title	Legal Assistant
Class Code Number	1030
FLSA Designation	Non-Exempt – confidential
Pay Grade and Range	25
Effective Date	September 2010

General Statement of Duties

Provides administrative and secretarial support to the Municipal Attorney; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform office administration and case management services for the City and Borough’s legal functions and activities. The work is performed under the direct supervision of the Municipal Attorney, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the City and Borough as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and municipal employees, Court officials, District Attorney’s Office, and the public. The principal duties of this class are performed in a general office environment and many duties are of a highly confidential nature.

Examples of Essential Work (Illustrative Only)

- Prepares preliminary drafts and assists in finalizing briefs, court pleadings, ordinances, resolutions, leases, and other legal documents and related forms;
- Prepares correspondence, reports, and other Legal Department documents;
- Maintains files for all legal documents and cases, and retrieves information for the Attorney or other municipal personnel as authorized by the Municipal Attorney;
- Updates legal advice index and files;
- Utilizes various calendar programs and ticking systems to ensure all legal and assignment deadlines are met, and to assist the Municipal Attorney in being adequately prepared prior to a court session, or meetings with department personnel, administrator, and members of the assembly, board, commissions or committees, or others;
- Has frequent contact with citizens, plaintiffs, and defendants involved in legal matters, and provides non-legal advice regarding scheduling and general procedures;

- Screens contacts with the Municipal Attorney to avoid breach of Alaska Rules of Professional Conduct (e.g., confidentiality breach; contact with attorney represented parties; Municipal Attorney becoming fact witness in legal controversy);
- Case manages and organizes the legal department filing and scheduling system, including criminal, civil, internal investigations, grievances and related pleadings and correspondence;
- Processes the Alaska Permanent Fund Dividend voluntary and involuntary attachments concerning criminal and violation cases handled by the Municipal Attorney Office, and assists the other municipal departments with similar collection activities;
- Maintains current and updated office supplies and legal books through generating purchase orders, and coordinating the budget to ensure a proper allocation of funds for needed items;
- Assists in drafting of Legal Department budget;
- Responsible for updating data base regarding criminal and minor consuming cases to ensure compliance with court deadlines and discovery requirements;
- Works with TYDE (Tribal Youth Diversion Effort) program regarding minor consuming cases, and monitors defendants case status;
- Prepares statistical information on criminal cases and TYDE program;
- Coordinates with the District Attorney's Office regarding defendants subject to both municipal and State prosecution;
- Responsible for the updating data base regarding municipal leases to ensure compliance with payment schedules, lease renewals, and insurance documentation;
- Assists Municipal Attorney with court appearances, including trial and court hearing preparation;
- Coordinates Municipal Attorney's training and travel schedules as requested;
- Serves as a Notary Public by filing proper acknowledgments, securing proper identification and completing all necessary documentation;
- Answers departmental telephones, providing non-legal advice information to callers or referring individuals to appropriate personnel or other municipal departments or outside agencies as necessary;
- Greets visitors to the department, dispenses non-legal advice information as authorized by the Municipal Attorney, refers visitors to appropriate personnel, takes appropriate actions to resolve problems that can be addressed, and represents the Legal Department in a courteous and professional manner;
- Performs legal and other research, and compiles data for legal projects;
- Assists and/or monitors the progress of projects as assigned by the Attorney;
- Performs special projects for the Municipal Attorney as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings and training sessions as appropriate, and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to maintain confidentiality relating to work assignments as appropriate;
- Thorough knowledge of office procedures, filing systems, and equipment;
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management;
- Some knowledge the current practices and procedures involved in legal operations;

- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks, including Excel and Word;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associate’s Degree or equivalent in Office Management, paralegal studies or a related field preferred; and
- Considerable related office experience, preferably within a legal environment; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

• • • END • • •