

CITY OF GLENDALE

TITLE: **Legal Assistant** **CLASS CODE:** **211**

REPORTS TO: **Deputy City Attorney** **GRADE:** **21**

DEPARTMENT: **City Attorney** **FLSA:** **N**

JOB SPECIFICATION DATE: **July 1, 2005 ml**

JOB SUMMARY:

Performs paralegal and administrative work requiring specialized knowledge of legal procedures, principles, terminology and forms.

ESSENTIAL FUNCTIONS:

1. Assists attorneys with both legal and administrative matters.
2. Conducts legal research.
3. Drafts or types a variety of documents, including but not limited to composing letters and memos.
4. Arranges interviews and depositions with attorneys, City personnel and witnesses.
5. Assists in requesting and responding to discovery requests.
6. Prepares cases and documents for litigation and trial.
7. Tracks deadlines on trial calendar.
8. Prepares and files documents with clerks of court and judges according to court rules and procedures.
9. Conducts interviews of parties involved in litigation.
10. Maintains and updates litigation files.

SECONDARY FUNCTIONS:

11. Assists attorneys at depositions, hearings and trial.
12. Prepares medical chronologies and summaries of discovery.
13. Updates the law library by posting changes and filing new/revised law material.
14. Maintains statistical analysis of litigation.
15. Performs other related administrative duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Word Perfect, Word and Outlook
Legal references
Legal terms, legal forms, methods and procedures
Spelling, punctuation, vocabulary, and arithmetic and the ability and skill to operate office equipment including computers
Court system and records retrieval
Superior Court and U.S. District Court – District of Arizona Electronic Case Filing
Appellate Brief formatting

Ability to:

Manage attorney calendars.
Conduct legal research.
Deal effectively and courteously with elected officials, court officers, legal counsel, witnesses and the general public.
Keep and maintain complete and accurate record keeping and filing systems.
Exercise independence and judgment in applying and following established procedures and meeting deadlines.
Assist Attorneys in conducting factual and legal research.
Highly organized with the ability to work independently, take initiative and be a self-starter.
Represent the City Attorney's Office in a highly professional manner.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Associate of Arts Degree in paralegal, or related field and two years of experience involving legal procedures and terminology.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.