

CITY OF GLENDALE

TITLE:	Executive Legal Assistant	CLASS CODE:	213
REPORTS TO:	City Attorney	GRADE:	23
DEPARTMENT:	City Attorney's Office	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Provides direct, legal, and administrative assistance to the City Attorney, of a confidential nature requiring a specialized knowledge of legal procedures, principles, and terminology.

ESSENTIAL FUNCTIONS:

1. Assists the City Attorney and other legal staff with both legal and administrative matters.
2. Prepares and types reports, minutes, ordinances, Council communications, correspondence, and other legal documents.
3. Prepares ordinances and resolutions for legal review by the City Attorney.
4. Composes correspondence for the City Attorney.
5. Receives, investigates, and answers sensitive phone calls, citizen inquiries, and complaints; provides information, resolves problems, or refers calls to the appropriate person for action.
6. Gathers background information and materials for meetings, reports, speeches or correspondence.
7. May provide lead supervision to legal assistants.
8. Compiles information and prepares documents in response to subpoenas.
9. Maintains docket of cases filed by and against the City; coordinates cases with attorneys.
10. Prepares and monitors departmental budget.
11. Prepares personnel and payroll records, purchasing, and expenditure forms and reports.
12. Maintains office files and inventory of supplies
13. Handles request regarding release of public records.
14. Provides information on city policies, procedures, and codes to attorneys, citizens, city employees, and upper management.
15. Gathers statistics and prepares reports on city legal issues for presentation to council.
16. Monitors contracts and agreements.
17. Creates affidavits regarding verbatim telephone communications from complainants, other attorneys, etc. for litigation purposes.

SECONDARY FUNCTIONS:

18. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Laws, ordinances, codes and policies governing city operations.
City government operations, organizational structure, city officials and their functions.
Legal terminology, legal forms and the methods and procedures for preparing legal documents.
Legal office practices, procedures and equipment.
Record keeping systems, law libraries, and court systems and procedures.
Effective customer service skills and practices.
References and sources of information for legal research.

Ability to:

Establish and maintain effective working relationships with high level public officials, attorneys, City Council members, and the general public.
Research and resolve citizen problems and complaints.
Communicate effectively, both orally and in writing.
Maintain complete and accurate records, organize and cross-reference materials and records.
Prepare accurate documents including reports, minutes and correspondence.
Exercise independence, judgment, diplomacy, and discretion while handling confidential, legal, and sensitive matters.
Perform legal research and locate information quickly during court proceedings and/or arbitration hearings.

WORKING CONDITIONS:

Office Setting.

MINIMUM REQUIREMENTS:

Associate's Degree in paralegal studies, and four years of increasingly responsible experience as an administrative or legal assistant.
Any equivalent combination of experience, education, or training, which provides the necessary knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.