

LEGAL ASSISTANT I
LEGAL ASSISTANT II

DEFINITION

To perform a variety of highly responsible, complex and confidential administrative duties in support of the City Attorney's Office and related activities; to serve as liaison between the City Attorney's Office and other City departments, outside law firms and the public; to provide administrative support to the City Attorney's Office staff; to receive and resolve questions and complaints; to prepare and process a variety of confidential legal documents and correspondence; to assist with a variety of special projects; and, under the direction of an attorney, to provide general and legal information and assistance.

DISTINGUISHING CHARACTERISTICS

Legal Assistant I - This is the entry level class in the Legal Assistant series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Legal Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Legal Assistant II - This is the journey level class in the Legal Assistant series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Legal Assistant I

Receives immediate supervision from the Paralegal and functional supervision by the attorneys.

Legal Assistant II

Receives general supervision from the Paralegal and functional supervision by the attorneys.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide a variety of routine to complex and confidential administrative support for the City Attorney's Office which may include researching and compiling data, maintaining office supplies, drafting, revising and editing letters, legal forms, and documents.

Receive, review, and process citations, with attorney input, for violations of the City's Municipal Code; enter data into tracking software; forward to Superior Court as applicable; process and post payments for citations and other collection accounts and set up payment plans as necessary; work with City staff to resolve issues.

Review a variety of reports, records and documents for completeness and conformance with regulations and procedures; maintain records, files and documents in compliance with policy and Government Code; ensure compliance with City's records retention schedule.

Receive and properly process a variety of legal documents including summons, subpoenas, Pitchess motions and appeals.

Under the direction of a Paralegal, review adequacy of bonds presented by private parties for matters such as subdivisions, agreements, and encroachment permits.

Receive and respond to calls and visitors with tact and diplomacy while being mindful of legal limitations to those requests; research and respond to requests for sensitive information and assistance; direct phone calls, employees, and citizens to appropriate staff as necessary.

Serve as recording secretary and provide additional administrative support for Hearing Board Panel meetings and Appeal Hearings; compile, prepare and maintain exhibits/evidence from appeal hearings; coordinate meeting logistics and record hearing minutes; and prepare agendas and minutes and distribute according to policies and procedures.

Perform debt collection activities for some City departments.

File and represent the City in small claims actions against accounts for non-payment; coordinate service with process server; prepare and file all related forms to Superior Court.

Perform research and assistance in direct support of attorneys; provide assistance in absence of Paralegal.

Maintain law library materials, legal files and documents; maintain appointment schedules and calendars, internet, and intranet sites for the City Attorney's Office .

Evaluate operations and activities of assigned responsibilities; recommend and participate in implementation and improvement of policies and procedures.

Under the direction of an attorney, assist in obtaining and/or communicating information.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Interpret and apply City policies, procedures, and administrative directives, and communicate laws and regulations in response to inquiries or complaints.

Perform related work as required.

MINIMUM QUALIFICATIONS

Legal Assistant I

Knowledge of:

Principles and procedures of record keeping and reporting.

Modern office equipment and procedures including use of a variety of software applications.

Effective customer service principles and public relations techniques.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Legal terminology and procedures.

Ability to:

Learn, interpret, apply and explain basic City Attorney policies and procedures related to the preparation and maintenance of legal and/or confidential documents and files.

Learn to perform responsible and difficult legal support work involving the use of independent judgment and personal initiative.

Learn legal terminology and procedures.

Maintain confidential data and sensitive information.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

Receive, research and resolve questions from the public, outside agencies and other City Departments.

Analyze situations carefully and adopt effective courses of action.

Conduct routine research.

Use a personal computer and a variety of software applications.

Use judgment to resolve confidential matters.

Plan, prioritize and organize workload.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Two years of increasingly responsible clerical and administrative support experience. Public agency or legal office experience is preferred. Experience working with confidential, or legal information is also preferred.

AND

Training:

Equivalent to completion of the twelfth (12th) grade GED, or higher level degree. Completion of coursework that provides knowledge of legal terminology and procedures is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Legal Assistant II

In addition to requirements for the Legal Assistant I:

Knowledge of:

Legal terminology and basic court procedures.

Municipal legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Pertinent local, State and Federal laws, ordinances and regulations.

Ability to:

Prepare routine legal documents and correspondence using appropriate legal terminology.

Read, interpret and apply laws, rules and directions.

Effectively represent the City in small claims actions.

Independently prepare correspondence and memorandums.

Use independent judgment and personal initiative.

Know, understand, interpret and explain department and program policies and procedures.

Maintain complex filing systems.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Legal Assistant I with the City of Roseville.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree. Completion of coursework that provides knowledge of legal terminology and procedures is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

10-07-23

11-13-18

10-07-15

08-25-12

11-22-03 Legal Clerk I/II

07-02-02

01-22-99 Legal Clerk

10-01-88

07-01-87