

EXHIBIT "A"



CLASS SPECIFICATION

CLASS TITLE: LEGAL ASSISTANT

DEFINITION:

Under general direction, the Legal Assistant provides specialized, highly confidential, administrative support to the City Attorney's Office and the corresponding functions of the City's risk management programs, requiring specific knowledge of policies and legal procedures.

DISTINGUISHING CHARACTERISTICS:

This is a single level classification in which the incumbent performs a range of technical legal & clerical assignments in support of the City Attorney's Office. The Legal Assistant classification is confidential and may have access to information related to the administration of employee-employer relations.

This class is distinguished from the Legal Analyst in that the latter performs advanced professional legal support and provides technical and functional supervision over assigned staff.

This classification receives general direction from the Legal Analyst, attorneys in the City Attorney's Office and the Risk Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assists in the organization and coordination of day-to-day administrative functions of the City Attorney's Office which may include budget, purchasing, clerical support, personnel actions for staff, information and records management and related matters.
- Provides technical-level administrative and legal support to attorneys in the City Attorney's Office including review of correspondence and legal documents, scheduling departmental activities and events in coordination with other departments and agencies, and verification of compliance with court-regulated systems and processes.
- Maintains, tracks, mails, files, and reviews relevant records to ensure compliance with requirements and legal/risk management best practice.
- Compiles information and reviews processes to form recommendations on potential improvements to organizational efficiency and effectiveness on assigned areas such as reporting, contracting, and records maintenance.
- Provides support on claims and litigation as a part of the City's Risk Management Program including submittals on behalf of the City, processes claims filed against the City, reports and review of information for department staff, third-party administrators, and outside attorneys.
- Communicates on behalf of the City Attorney's Office and may serve as a departmental liaison with external parties such as the Third-Party Claims administrator, court, vendors, partnering agencies and other internal departments.
- Prepares, maintains, reviews, and submits reports and logs based on required timelines such as loss runs, summaries, Supervisor's Report of Incident, claims, restitution logs, and other related items as assigned. Ensures the accuracy of the data provided.

- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of office administration, including budgeting, invoicing, and purchasing, and records organization and management.
- Research techniques, databases and resources, and report writing.
- English grammar, vocabulary, spelling, and punctuation.
- Computer equipment and software systems, including Microsoft Outlook, Word, Excel, and PowerPoint.
- The operational functions, organizational structure, and administrative procedures of municipal government.
- Applicable Federal, State, and local laws and regulations.
- Principles of applicable federal, state, and local laws and regulations regarding: (1) processing claims filed against the City; (2) proceedings in civil litigation, arbitration, and administrative hearings (including pleadings, motions, subpoenas, and discovery); and (3) transactional and policy-related documents such as ordinances, resolutions, and administrative regulations.

Ability to:

- Communicate effectively and concisely, both orally and in writing.
- Maintain the security of confidential or sensitive information.
- Work under pressure and meet deadlines.
- Exercise independent judgment in application of a wide range of complex assignments and responsibilities, show personal initiative to prioritize the completion of critical or time-sensitive work, and know when the circumstances warrant seeking direction from supervisors or assistance from others.
- Establish and maintain effective and respectful working relationships with City staff and consultants, elected and appointed officials, and colleagues in other agencies.
- Demonstrate discretion and tact when addressing sensitive situations with claimants, litigants, or other members of the public.
- Support the administrative functions of a small but busy law office.
- Seek and learn relevant updates in the legal and public administration fields and incorporate the latest and most effective concepts.
- Review and implement improvements in organizational operations, procedures, policies, and methods.
- Review and analyze legal documents and perform research, including use of computer databases and internet resources.
- Learn and apply relevant laws, regulations, policies, and practices that apply to the assigned topic.
- Support and promote the City's policies, goals, and vision.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to an Associate's degree from an accredited college or university in political science, business or public administration, public policy, urban planning, or other field applicable to the responsibilities and requirements of this classification. Possession of a Bachelor's degree in public or business administration, or a paralegal certificate, is desirable.

One to two years of experience performing increasingly responsible legal support experience directly related to this classification, preferably for a government agency.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. Evening and occasional weekend meetings may be required.

Employment Type: Full-Time Classified
Bargaining Unit: NCEX

FLSA Status: Non-Exempt

Established: TBD