

CITY OF TUALATIN

Classification Description

Job Title: Legal Assistant
Department: Legal Services
Reports To: City Attorney
FLSA Status: Non Exempt

SUMMARY: Performs complex administrative legal work and supports the City Attorney to achieve an effective and responsive Legal Department. Prepares legal documents, performs records maintenance, researches legal information, performs office management, calendaring, and docketing, and coordinates with other City departments. Assists and acts in a confidential capacity to the City Attorney who formulates, determines and effectuates management policies in the area of collective bargaining. This is a confidential position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Review and proofread a variety of documents including ordinances, resolutions, memorandums, letters, briefs, minutes, reports, and agendas.

Compile and prepare information for the City Attorney related to a variety of legal documents and records such as briefs, pleadings, appeals, contracts, and deeds for review, approval, and use by the City Attorney. Ensure documents meet legal requirements and deadlines.

Assist and act in a confidential capacity to the City Attorney who formulates, determines, and effectuates management policies in the area of collective bargaining. Compile and prepare confidential information for the City Attorney involving collective bargaining, negotiations, grievances, and employment discipline.

Draft and review confidential correspondence, including documents related to collective bargaining, grievances, and employment discipline. Attend meetings involving confidential matters, including matters involving collective bargaining, negotiations, grievances, and employment discipline.

Establish filing system, manage case files, and track deadlines.

Compiles and codifies ordinances. Prepares and coordinates dissemination of updates to the Municipal and Development Codes.

Track expenditures, payment authorizations, and supply orders, and coordinate processing with Finance Department.

Assists in maintaining fiscal records and preparation of budget; assemble budget figures, engage in discussions and overview of Legal Department needs, draft budget narratives for Legal Department.

Provides operational and staff assistance to City Attorney; answer and route incoming telephone calls, emails, and correspondence. Schedules or coordinates meetings, seminars, conferences, programs, facility reservations and travel arrangements.

Operates various standard office equipment, such personal computers, scanner/copiers, and projectors.

Orders and maintains supplies, and arranges for equipment maintenance. Maintains frequent contact with public and private officials.

Drives to city facilities, vendors, training programs, and meetings as necessary. Maintains and edits Legal Services and Municipal Court web pages.

Attends regular in-house committee or group meetings, as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Undertakes self-development activities; Takes independent actions; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively

listens to others; Conveys a positive image of the City and its services; Remains open to others' ideas; Takes initiative and experiments with new processes.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively; Listens and seeks clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports City policies and procedures.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group and individual problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Four years experience as a legal assistant or paralegal for an attorney or judge or performance of legal support duties (such as preparing legal documents, maintaining legal records or researching legal information), preferably in a local or state government setting; or two years legal experience if the incumbent has completed an Associate Degree as a Legal Assistant or Paralegal, or Bachelor's Degree in any subject. Experience must include proficiency in word processing software.

College coursework or training in Office Technology that included courses in legal terminology and legal office procedures may substitute for up to one year of the general clerical/secretarial experience (1 year = 40 quarter hours/30semester hours).

An equivalent combination of experience and training which includes the ability to perform the essential work functions may substitute for the above.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have working knowledge of Database, Internet, Spreadsheet, Word Processing, and Legal Research software.

Technical Knowledge: Principles and practices of civil and administrative law applicable to practice as a paralegal. State and federal court procedures, rules of evidence and burden of proof issues. Methods, practices procedures and requirements for drafting a wide variety of motions, pleadings, statements and other legal documents. Methods and techniques of legal research and investigation. Principles and practices of legal communication. State law governing the maintenance and disclosure of public records. Standard legal forms and documents and their uses and formatting requirements. Legal requirements applicable to the maintenance and retention of public records.

Other Skills and Abilities: Advanced ability to draft, proofread, and track documentation. Flexibility in dealing with people, deadlines, and projects. Assignments may be general in nature requiring the ability to independently plan and prioritize work assignments. Thorough knowledge of standard office procedures, business English, spelling and grammar. Ability to type rapidly and accurately from rough drafts and red-lined documents. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish and maintain effective working relationships with other employees.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move

up to 20 pounds. Specific vision abilities required by this job include close vision and color vision. The noise level in the work environment is usually moderate.