



## JOB DESCRIPTION

Title: **LEGAL ADMINISTRATOR II**  
Department: Attorney  
Class Code: 6045  
FLSA Status: Non-Exempt  
Effective Date: June 1, 2009 (Rev. 10/2017)

### GENERAL PURPOSE

Under limited supervision from the City Attorney and the City's Risk Manager, performs specialized and complex legal work including handling prosecution, legal research, pleadings contracts, claims, draft ordinances and resolutions, draft and process agreements, administrative matters in the Attorney's Office and legal work pertaining to criminal and civil law work.

**ESSENTIAL DUTIES** *(Any one position may not include all the duties listed, nor do the listed examples include all of the duties which may be found in positions of this class. Specific duties shall be assigned by the City Attorney. The Legal Administrator II performs many of the complex duties as a Legal Administrator I, however, the Legal Administrator II performs the work independently and with minimal supervision. The Legal Administrator II would be part of the legal team with the attorneys in handling cases in the office.)*

- Prepares criminal matters for court, including formal informations, summons, bench warrants, complaints, subpoenas, court docket files and other legal documents. Ensures correctness of form and content of legal documents.
- Coordinates criminal victim restitution issues; facilitates exchange of pertinent information from victims to the court.
- Coordinates criminal trial processes. Prepares cases for criminal jury and bench trials and de novo appeals to the District Court.
- Posts, tracks, and maintains bench warrant files, abeyance files, and other case files; maintains court appointment calendars.
- Obtains police reports, rap sheets, driving records and requests other supporting evidence for criminal matters. Utilizes confidential BCI driver's license and other records.
- Coordinates and assists outside counsel in gathering information.
- Prepares legal pleadings, discovery responses and other supporting legal documents and correspondence; ensures correctness of form and content; takes and transcribes dictated material.
- Interacts frequently with court clerks, police officers and staff, defendants, victims, defense attorneys and the public.
- Tracks, verifies and pays all billings and invoices.

- Drafts ordinances and resolutions, agreements, pleadings, letters, contract amendments and prepares inter-office memos.
- Prepares information and files for City Council, Planning and Zoning, and other meetings as requested. Assists attorneys in real estate matters relating to acquisition, surplus, annexations, vacating, condemnation, and special improvement districts.
- Searches public and private records as needed.
- Performs legal research and discovery. Obtains pertinent cases, analyzes the cases and prepares inter-office memoranda. Performs claim and litigation research. Assists in answering interrogatories and requests for various discovery needs.
- Handles claims with the Risk Manager. Works with City's insurance providers and outside insurance companies to settle claims. Involved in the investigation and research of claims.
- With Risk Manager, handles worker's compensation claims including working with the City's insurance providers, coordinates light-duty and related matters.
- Prepares code enforcement matters for courts; initiates further investigation as warranted; prepares formal informations, summons, bench warrants, complaints, subpoenas, and other legal documents; prepares court docket files.
- Assists attorneys in complying with court rules of procedure for filing briefs.
- Acts as Co-Terminal Agency Coordinator with Bureau of Criminal Identification.
- Serves as contact person for Attorney's Office to handle questions and complaints.
- Develops and manages legal filing systems.
- Handles initial stages of claim resolution. Takes initial calls; provides information relating to submitting claims; inputs data into claims risk management program; software or spreadsheets, makes claims file; interfaces with claims adjusters and provides other claims support as required.
- May represent City or department at community meetings or serve on various boards as requested.
- Maintains confidentiality on all legal matters.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Four (4) years legal administrator experience or equivalent.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of office practices; working knowledge of legal terminology; knowledge of legal research procedures; some knowledge of Utah criminal code.
- Skilled in legal writing.

- Ability to perform legal research requiring the exercise of considerable independent judgment; ability to perform complex work with accuracy; ability to establish and maintain effective working relationships with employees, members of the public, outside attorneys, insurance providers, other professionals and other departments in the City; ability to communicate verbally and in writing; ability to follow written and verbal instructions.
- Knowledge of and experience in working with law office technology.

**TOOLS & EQUIPMENT USED**

- Phone, personal computer, including word processing and spreadsheet software.

**PHYSICAL DEMANDS**

The physical demands 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 frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- The work often involves conflict resolution and adversarial processes. As a result, the work is very stressful.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_