



JOB DESCRIPTION

Title: **LEGAL ADMINISTRATOR I**
Department: Attorney
Class Code: 6040
FLSA Status: Non-Exempt
Effective Date: June 1, 2009 (Rev. 03/2018)

GENERAL PURPOSE

Works closely with attorneys and Risk Manager in handling cases and other legal matters for the City, responsible for criminal prosecution case preparation, civil claims resolution, legal research, drafting of legal documents including pleadings for criminal prosecution processes, contracts, resolutions, ordinances, releases, notices and other such legal work. Also works with City Attorney in handling administrative matters for the day to day operation of the City Attorney's office.

ESSENTIAL DUTIES

(Any one position may not include all of 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)

- Coordinates and assists attorneys in gathering information.
- Interacts frequently with City attorneys, City prosecutors, court clerks, police officers, Risk Manager, City departments, City Mayor and Council, defense counsel, defendants, victims and the public.
- Assists attorneys in complying with court rules of procedure for filing briefs.
- Answers single or multi-line phones; screens and routes calls and walk-ins to appropriate staff. Provides public information to inquiring parties; directs complex questions to appropriate senior staff. Greets and interacts with people in a friendly and helpful manner.
- Often provides opinions on routine departmental matters.
- Maintains confidentiality on all legal matters.

Prosecution Duties:

- Prepares criminal prosecution cases for court, including the preparation of formal information, summons, bench warrants, complaints, orders to show cause, subpoenas, restitution requests, motions, court docket files and other legal pleadings. Ensures the correctness of the form and content of the pleadings.
- Posts, tracks, and maintains files for arraignments, pre-trials, bench trials, jury trials, suppression hearings, conflict cases, district court appeals, traffic hearings, bench warrants, pleas in abeyance, sentencing and other case files; maintains court appointment calendars. Utilizes statewide court software.

- Obtains police reports, rap sheets, driving records and requests other supporting evidence for criminal matters. Utilizes confidential BCI, driver's license division and other records. Ensures the receipt of payment for criminal discovery costs.
- Uses Word, PowerPoint, Excel and any other software applicable to the organization, including BCI, UCJIS and Spillman. Is familiar with the courts and legal system, legal procedures and legal terminology.
- Prepares legal pleadings, discovery responses and other supporting legal documents and correspondence as directed by the City Attorney; ensures correctness of form and content; takes and transcribes dictated material. Downloads dash camera and lapel camera video files, copies video files onto discs or USB drives, keeps log of all videos, prepares videos to be sent to defense counsel as part of discovery.
- Handles expungement requests.

Civil Duties:

- Assists in the preparation, approval and finalization of ordinances and resolutions. Prepares council action forms. Keeps a log of ordinances and resolutions. Works with codifier on all ordinances. Under the direction of City attorneys, drafts agreements, pleadings, letters, updates contracts and prepares inter-office memos. Logs all agreements to ensure they are properly signed.
- Under the direction of City attorneys, 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 of property, annexations, vacating, condemnation, and special improvement districts.
- Handles City Attorney's Office day to day administrative needs such as mail, telephones, scheduling, questions from the public, and other such matters. Arranges travel preparation and reconciliations for conferences, seminars and workshops. Calendars and schedules events. Administers departmental budgets; provides input into budgets; monitors existing budget expenditures in relation to available budget; inventories and purchases office supplies; tracks, verifies and pays all billings and invoices; provides data entry related to payroll; pays invoices.
- Handles basic collections for unpaid utility bills, returned checks and other unpaid obligations owed to the City; prepares demand letters, summons, complaints, judgements, affidavits and related documents. Handles, tracks and manages bankruptcy matters.

Risk Duties:

- Assists attorneys and Risk Manager in handling claims against the City. Gathers information and evidence on claims including photographs, witness statements and reports. Assists in preparing responses. Works with insurance providers on claims. Assists in the preparation of case related documents and payments.
- Assists attorneys and Risk Manager in claims for the City against third parties. Gathers information for claims and works with insurance providers. Assists in preparing cases and related documents.
- Assists Risk Manager on the administration of workers' compensation claims; works with the City's insurance providers on claims and policies.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Four (4) years office administrative experience or equivalent education. Must include two (2) years of legal related experience or education.

Special Requirements

- One (1) year experience in word processing in the Windows environment.
- Must pass security clearance to have access to the Bureau of Criminal Investigation database.

Necessary Knowledge, Skills and Abilities

- Some working knowledge of legal processes.
- Ability to prioritize and plan work daily.
- Ability to perform administrative work requiring the exercise of independent judgment; ability to perform complex work with accuracy; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to communicate verbally and in writing.

TOOLS & EQUIPMENT USED

- Phone, personal computer, including word processing and spreadsheet software; copy machine; fax machine.

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, talk or hear. The employee is required to use hands related to use of the computer.
- 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.
- Since the work generally is adversarial and involves conflict, the work is stressful.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____