

# City of Lake City, FL

## Classification Description

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**Classification Title:** Legal Administrative Assistant  
**Department:** Legal

**Pay Grade:** 14  
**FLSA Status:** Non-Exempt

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### General Description

This is responsible advanced legal secretarial, office support and public contact work, often of a confidential nature, providing secretarial and administrative assistance to the City Attorney and any Assistant City Attorneys. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is reviewed through observation, conversation, and evaluation of results achieved.

### Nature of Work

#### Essential Functions:

- Handles administrative tasks such as receiving and screening telephone calls and office visitors, filing papers, maintaining calendars, calling public officials, citizens, city personnel, lawyers, and court personnel to schedule interviews, hearings, meetings, and conferences; assists with making travel arrangements.
- Acts as receptionist and legal secretary for the department.
- Functions as liaison to City personnel, the public, officials, and visitors.
- Notarizes official documents.
- Organizes work, establishes priorities, follows progress, and reports back if there are problems.
- Obtains information from state departments and other legislative information.
- Retrieves information and records from all City departments.
- Processes purchase orders for the department.
- Orders new materials, updates, and supplements.
- Purchases and assumes responsibility for purchasing of office supplies and reprinted forms.
- Creates, organizes and maintains paper and electronic case and assignment files, discovery and pleading indexes.
- May process incoming lawsuits served on the City.
- Provides varied and difficult secretarial and administrative support services; prepare drafts and accurate final copies of correspondence, reports, documents and memoranda.
- Compiles, assembles and completes data for reports, bulletins and council meetings.
- Receives, screens and refers callers; notifies personnel of meetings, appointments, specific duties or occurrences; makes arrangements for conferences and meetings.
- May participate in preparing agendas; answers the telephone and makes appointments; proofreads reports and forms and other typed materials for accuracy, grammar and appearance.
- Composes, completes, edits, proofreads, and/or processes legal documents including correspondence, charts, reports, city council resolutions, city council ordinances, and general memoranda, subject to attorney supervision.
- Maintains control records on incoming and outgoing correspondence; documents and monitors work in process to ensure timely reply or action.
- Prepares, processes and files court documents, subject to attorney supervisor.
- Coordinates and schedules appointments, conferences and meetings; attends scheduled events.
- Operates office equipment, including computers, printers, copiers, scanners, fax machine.
- Assumes responsibility for keeping City law files up-to-date.

- Acts in a confidential capacity in related office tasks.
- Performs related work as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the professional practices, procedures, systems, and equipment utilized in a modern legal office environment, including, the efficient handling of database and network systems.
- Knowledge of general legal, administrative, and procedural policies and regulations pertaining to city government.
- Knowledge of general municipal operations and organizations, and operational procedures of major departments within the assigned administration.
- Knowledge of legal terminology, spelling, punctuation, and grammar.
- Knowledge and awareness of current legal issues.
- Knowledge of business English, grammar, punctuation, spelling.
- Extensive writing skills.
- Ability to perform basic mathematical calculations quickly and accurately.
- Ability to maintain confidentiality of information.
- Ability to coordinate with other agencies and law offices, and to discuss complex legal issues with attorney staff.
- Ability to type rapidly and accurately from handwritten copy and to produce accurate drafts and final copies of required work.
- Ability to handle routine administrative details independently.
- Ability to work independently with minimal supervision.
- Ability to make decisions recognizing established procedures and practices.
- Ability to establish and maintain effective working relationships.
- Ability to utilize software products employed by the City Attorney's Office, including but not limited to Microsoft Office Suite, and email, for preparing required work, scheduling meetings, and maintaining case files.
- Ability to recall and relate information accurately and reliably and to understand and carry out complex oral and written instructions, prioritize work and meet time restraints.
- Ability to communicate clearly and concisely, orally and in writing, exercising tact and utilizing telephone etiquette.
- Ability to maintain moderately complex office records and to research, compile data and prepare accurate reports from file records and materials.
- Ability to establish and maintain effective working relationships with employees, support staff and attorneys in the City Attorney's Office, City officials, court officials and the general public, as necessitated by the work.
- Ability to act as a liaison between the City Attorney's Office, other departments, and third parties such as clients, vendors, experts, and courtroom personnel.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **Minimum Qualifications:**

Graduation from high school or possession of an acceptable equivalency diploma, and one year of experience as a legal assistant with extensive responsibilities preparing municipal governmental documents and records;

or, an equivalent combination of education, training, and experience. Considerable experience in customer service with excellent interpersonal skills is required. Background in performing clerical and secretarial duties in a legal office is preferred. Must meet CJIS (Criminal Justice Information Services) compliance/certification requirements.

Must have a valid Florida Driver's License with an acceptable driving record.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Employee must have the ability to access, input, and retrieve information from a computer and to sit at a desk and view a display screen for extended periods of time
- Ability to communicate both orally and in writing
- Depth Perception
- Distinguish colors
- Walking
- Climbing
- Smelling
- Driving

**Environmental Conditions:**

- Works inside in an office environment the majority of the time.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: \_\_\_\_\_  
Employee

Signature: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_