



## JOB DESCRIPTION

---

<b>Title:</b>	Legal Assistant	<b>Department(s):</b>	City Attorney's Office
<b>Reports to:</b>	City Attorney	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Day	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	August 2025

---

### JOB SUMMARY

The Legal Assistant is responsible for supporting the City Attorney with a variety of legal and administrative tasks. This position involves assisting with the preparation, drafting, and formatting of legal documents, maintaining case files and records, scheduling and calendaring, and providing general clerical and customer service support. The Legal Assistant helps ensure the efficient daily operation of the City Attorney's Office by performing routine legal support work under the direction of the City Attorney.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Maintain confidentiality of sensitive and confidential legal matters.
- Prepare, draft, and format legal documents and correspondence for attorney review.
- Maintain a variety of legal materials, case files, and related documents.
- Assist with Municipal Court files for trial, including drafting subpoenas, settlement agreements, and related court documents.
- Verify citations in briefs, memos, and opinions.
- Coordinate contracts, deadlines, ordinances, and related actions through Council; schedule follow-ups and notify departments of upcoming items.
- Assist with preparation for hearings and trials.
- Track notices of claims and litigation deadlines that the City is a party to.
- File legal documents electronically in Federal and Circuit Courts.
- Develop and maintain a form file and update forms as directed.
- Assist with real estate documents, including recording and retrieving property records from local land databases.
- Provide administrative assistance to the City Attorney, including document preparation, scanning, filing, and data entry.
- Maintain the City Attorney's Office calendar in coordination with the City Attorney; ensure compliance with Supreme Court Rules for calendaring.
- Open and close municipal citation cases, collections, small claims, and related files.

- Answer citizen inquiries and phone calls related to City Attorney cases; screen calls for the City Attorney.
- Draft confidential correspondence and process legal mailings.
- Communicate and coordinate scheduling with Municipal, Circuit, and Appeals Courts.
- Notarize legal documents as required.
- Perform related work as assigned.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Provide clerical and administrative support to ensure efficient operation of the City Attorney's Office.
- Assist with special projects or case preparation as assigned by the City Attorney.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Works under the direct supervision of the City Attorney.
- Performs duties independently with significant responsibility for accuracy and legal compliance.
- No formal supervisory responsibilities.

#### **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**

- Graduation from high school (or H.S.E.D. equivalent).
- Prior experience as an administrative or legal assistant preferred.
- Equivalent combinations of education and experience may be considered.

##### **Licenses and Certifications**

- Possession of a valid driver's license, or ability to obtain within four (4) months.
- Notary Public certification, or ability to obtain within sixty (60) days of employment.

##### **Knowledge, Skills, and Abilities**

- General knowledge of legal office procedures, practices, and terminology.
- Proficiency in Microsoft Office, legal databases, court e-filing systems, and related office technology.
- Strong organizational and time management skills.
- Ability to follow instructions, prioritize tasks, and meet deadlines in a fast-paced environment.
- Strong communication skills, both oral and written.
- Interpersonal skills to maintain effective working relationships with staff, courts, and the public.
- Proficiency in Microsoft Office, database systems, and court e-filing systems.
- Ability to maintain confidentiality and protect sensitive legal information.
- Ability to multi-task and adapt to changing priorities.
- Ability to work calmly under pressure and with professionalism.

##### **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 and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- The employee must occasionally exert up to 20 pounds of force.
- Work involves frequent sitting, with occasional sitting, walking stooping, kneeling, crouching, and lifting.

## 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 in an office environment within the Municipal Building.
- The noise level is usually quiet to moderately quiet.
- Ability to work under generally safe and comfortable conditions, though exposure to irate individuals, stressful deadlines, and sensitive legal matters may cause occasional discomfort.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date