

CITY OF HELENA



Position Title: Legal Administrative Assistant

Department: City Attorney

Grade: 132

FLSA: Non-exempt

Job Purpose

The purpose of this position is to perform a variety of general legal secretarial and clerical duties necessary to supporting the City Attorney's Office in the delivery of legal services. The position deals with a large amount of legal documentation, some of which is confidential in nature, and provides support for criminal misdemeanor prosecutions. This position may be asked to perform duties of the paralegal when absent or when needed due to work load.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the may be assigned.*

Legal: This position may be responsible for reviewing and preparing contracts; initiating business license enforcement at the request of the Finance office and assisting other City departments with collection efforts. This position also performs preliminary review of agreements prepared by other departments for appropriateness, accuracy, and compliance with City policy and provision of adequate liability insurance and workers' compensation coverage. The position will assist the attorneys and paralegal within the City Attorney's Office with the preparation of ordinances, resolutions, deeds, easements, and other civil legal documents. Additionally, the position provides assistance in creating and setting up criminal case files that requires accessing confidential criminal justice information. The position also assists in the preparation of bond and sentence revocations and preparation of pleadings.

Administrative: This position serves as the department receptionist, receiving calls, visitors, and mail; responds to requests for information from the staff and public; and explains basic programs, policies, and procedures to other City staff and the public. This position is responsible for maintaining secure records, logs and files, verifying accuracy of information, and recording documents. Uses standard computer software and knowledge to type, proofread and process a variety of documents, including general correspondence, reports, memoranda and spreadsheets. This position is also responsible for several bookkeeping functions such as coordinating, maintaining, processing, and balancing the department's timesheets for submission to payroll; preparing, reviewing and processing payment claims; and ordering, receiving, storing, and distributing supplies, forms and related items. This position is also responsible for tracking files for records retention compliance.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Modern office practices, methods and equipment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and procedures of record keeping.
- Intermediate word processing methods, techniques and programs, including spreadsheet and database operations.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Principles and practices used in dealing with the public.
- Legal terminology, procedures, and technology.

Skill or ability to:

- Type and enter data at a speed necessary for successful job performance.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned

programs and functions.

- Perform general clerical work involving the use of independent judgment and personal initiative.
- Respond to inquiries and requests for information regarding policies and procedures.
- Prepare and maintain accurate and complete records.
- Research, collect, compile, and analyze information and data.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to work in a standard office environment. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Requires the ability to move or lift documents and materials weighing up to 30 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Minimum Qualifications (Education, Experience and Training):

This position requires an Associates degree in legal studies or related field and a minimum of two years of legal clerical legal experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.