

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 146

LEGAL ASSISTANT

GENERAL

Responsible for the performance of confidential and varied clerical and secretarial duties and for public contact work. Work requires the application of knowledge of legal methods, requirements and terminology in meeting a variety of work problems. Independence of action is exercised in the disposition of routine work matters, disseminating information, receiving complaints or other public contact work. Instructions are received from the City Attorney or Assistant City Attorneys when involving complex work.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Acts as receptionist, legal secretary and paralegal for the department. Functions as liaison to City personnel, the public, officials, and visitors.

Composes correspondence, resolutions, ordinances, etc. independently. Notarizes official documents. Uses organization skills to gather and digest information.

Organizes work, establishes priorities, follows progress, and reports back if there are problems.

Maintains the law library for the legal staff; updates Code books, etc. Orders new materials, updates and supplements. Maintains awareness of current legal issues. Conducts basic legal research.

Sorts and records incoming mail and interoffice communications and files documents in appropriate files. Files and maintains documents and other basic data needed by the attorneys.

Develops and maintains effective public relations function with the public, departments, officials; etc.;

Deals with irate citizens.

Coordinates and schedules meetings, conferences, appointments, court hearings, etc. for attorneys and processes all materials for meetings, etc.

Prepares, types and edits agreements, reports, ordinances, resolutions, drafts, legal briefs, contracts, declarations, releases, satisfactions of liens, and other legal documents.

Types and proofreads tedious legal descriptions in which accuracy is very important. Takes and transcribes specialized and complex dictation from attorneys.

Keeps legal calendar; calendars for timely filing of matters (responsive pleadings, etc.) and keeps check on pending cases to avoid delay or default in filing pleadings; maintains a court docket. Maintains attorneys diaries.

Responds to telephone and personal inquiries from other departments and from the public; refers questions to appropriate departments.

Prepares all documents for real estate transactions, i.e.: deeds, affidavits, leases, contracts for sale and purchase of property, closing statements; obtains title searches and real estate tax information. Works closely with title companies and other law firms. Assists attorney in real estate closings.

Prepares forfeiture proceedings (i.e., complaint, hearing notices, agreements, etc.)

Prepares municipal violation proceedings (filing to court, etc.), bankruptcy proceedings (status and claim). Checks citations in the law library.

Prepares and assembles exhibits and documents needed in preparation for hearings or trial.

Arranges for service of process of pleadings and subpoenas

Obtains court hearing dates. Confers with the Courts on all levels.

Obtains information from state departments; obtains legislative information.

Sets up, organizes, maintains filing system for active and inactive litigation and municipal files.

Retrieves information and records from all City departments

Prepares yearly budget forms; Keeps time and attendance records; Prepares travel arrangements for all attorneys. Maintains accounting, payroll and other department bookkeeping records; processes purchase orders. Purchases and assumes responsibility for purchasing of office supplies and reprinted forms.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern law office practices, methods and procedures. Knowledge of legal terminology, spelling, punctuation and grammar, as well as of numerous legal forms, instruments, documents and pleadings. Knowledge of the scope of the various courts and their respective rules.

Ability to develop and maintain effective departmental and public relations for the Legal Department Office. Ability to develop a sense of discretion and awareness of confidentiality. Ability to draw up complex legal forms and documents. Ability to perform routine legal research and assist in the review and correlation of pertinent data for specific cases. Ability to understand and follow complex oral and written instructions. Ability to remember cases and citations in general terms. Ability to handle routine administrative details independently. Ability to make decisions recognizing established procedures and practices. Ability to draft proposed legislation into language acceptable to a court or governmental legislative body.

Skill in taking dictation in shorthand and ability to transcribe such material accurately and effectively.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in legal stenography and business practices. Considerable experience in performing clerical and secretarial duties in a legal office.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.