



City of Peoria

HUMAN RESOURCES

Title: Legal Administrator (Law Office Administrator)

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Chief Assistant City Attorney.

Exercises direct supervision over Professional and Para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in field appropriate to law office management, such as Legal Administration/ Management, Public Administration, Business Administration, Management, Finance, Accounting, Communications or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Membership in the Association of Legal Administrators (ALA), meeting criteria of Bylaws Article III, Section 1. Employee would be expected to pass Certified Legal Manager (CLM) exam within 5 years of date of hire, and thereafter maintain active CLM certification.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to act as principal legal administrator overseeing full operations of the City Attorney's Office and manages all non-law aspects of the organization as a department of the City. The position scope includes: (1) general operations, (2) fiscal / budget, (3) human resources, and (4) technology. Serves as the non-attorney professional member of the City Attorney's Office management team, exercises non-legal budget supervision, and formally represents the department to City departments, outside agencies, organizations, internet forums, and written publications.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Manages, directs, and oversees general department operations including policy, procedure, law library, docket, contracts, services, best practices, records management, facilities space planning, equipment, contingency and emergency planning, and resources and supplies.
3	Manages all aspects of department finances including budget drafting, strategic planning, budget forecasting, development, procurement, spending authorization, expenditure / budget management, grants, and vendor relationships.
4	Manages department legal technology through department Business Analyst; oversees and approves purchases and policy regarding computer systems, including hardware, software, and case management system selection, procurement, configuration, implementation, and management. Oversees legal and ethical compliance of electronic practice initiatives in e-filing, e-discovery, knowledge management, and electronic case management.
5	Represents the City Attorney's Office with outside law firms, legal agencies, legal organizations, vendors, courts, and other organizational law departments. Serves as speaker and panel member for professional educational and speaking engagements. Represents Office as member of state and national professional association legal management committees and oversight groups.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	X	Outdoors	Vehicle	Office and Field/Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, mobile or smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.