



Title: Legal Assistant

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Legal Administrator, Chief Assistant City Attorney, City Attorney or Sr. Assistant City Prosecutor. Supports and receives workload delegation and oversight from workgroup Paralegals and Attorneys. This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Six to twelve months of education beyond high school/some college
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None Required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Education: Associates or Bachelor's degree
- Experience as a Legal Assistant/Legal Secretary
- Experience with payroll, accounts payable, and records management.
- Experience in a municipal or government setting
- Notary Public

JOB SUMMARY

The purpose of this position is to support staff in legal and administrative matters. This is accomplished by drafting and reviewing documents, processing documents, conducting research, analyzing and summarizing results, following up with clients and attorneys, scheduling and attending meetings and conferences, providing administrative and clerical support for public boards and commissions, and completing other general clerical tasks. Other duties include processing payroll, purchasing and accounts payable activities, filing, maintaining schedules and calendars, entering data, coordinating events, and serving on committees, and other administrative support duties as assigned.



City of Peoria

HUMAN RESOURCES

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	Drafts and reviews documents by researching items and trends, analyzing results, drafting items such as contracts, agreements, leases, ordinances, subpoenas and pleadings, and submitting documents for review and approval.
2	Maintains information by entering data, reviewing databases, retrieving information, reviewing procedures, reviewing reports, and responding to retrieval requests.
3	Completes general clerical tasks by answering the phone and responding to requests, maintaining calendars, prioritizing work assignments, reviewing and date stamping mail, and maintaining filing systems.
4	Maintains records by creating and retaining files, researching records retention requirements, reviewing policies and procedures, and interacting with customers.
5	Provides clerical and administrative support to Attorneys. May assist with technical trial readiness matters, such as providing discovery to defendants and defense attorneys, coordinating and facilitating interviews, calendaring court events and appointments, locating and verifying witnesses, preparing exhibits, etc.
6	May process long form submittals and complaints to be filed with the Court. Prepares data sheets, reviews and proofs complaints; electronically files complaints with the Court, etc.
7	Assists in lead role processing general personnel, payroll, financial activities, and duties may include timekeeping, accounts payable, processing pay records, invoices, purchase orders, check requests, pro-card reconciliations, travel arrangements, and budget support. Coordinates with other support staff as assigned to accomplish these duties. Prepares personnel action forms for employee changes, provides support to department recruitment activities, inputs data in recruitment software. Submits work orders.
9	Create agendas, take minutes, provide notice and results for public committees staffed by the City Attorney's Office, prepare agenda items, council communications, and other information for public meetings.
10	Criminal Division assignments only - May be required to obtain and maintain Arizona Criminal Justice Information System (ACJIS) Terminal Operator certification through Department of Public Safety (DPS). Runs criminal histories and Motor Vehicle Department (MVD) records; reviews records for pertinent information; documents pertinent information in database; maintains confidentiality of information; keeps records secure and handles proper disposal.



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, label printer, shredder, Dicta machine, tape recorder and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.