



Title: Legal Specialist

FLSA Status: Non-Exempt

Classification Pay Plan and Confidential Status: Confidential

Confidential Designation
<p>CONFIDENTIAL refers to a position that may work with or have access to private or classified personnel information. Examples of administrative functions that may indicate a classification is confidential include:</p> <p style="text-align: center;">Personnel Information and Employee/Labor Relations Information</p> <p>All Sr. Executive Assistants, department Executive Assistants, and administrative assignments in the City Attorney, City Clerk, City Manager, Mayor and Council, Management and Budget, and Human Resources shall be designated as confidential.</p> <p>The City Manager has the authority to designate positions as confidential and pursuant to City Ordinance and/or law, designation of a position is subject to change.</p>

BRIEF DESCRIPTION:

The purpose of this position is to perform general legal and clerical support duties. This is accomplished by maintaining office files and database, ordering and maintaining supplies, researching and updating files, answering the phones, assisting with questions and routing them to appropriate personnel, maintaining budgets, handling petty cash, and providing support to attorneys. Other duties include duplicating audio and video recordings, maintaining calendars, updating website records, obtaining reports and evidence from police departments, and maintaining classified information and documents.

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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions
1	S	Sets defense interviews by scheduling dates and times, coordinating and confirming appointments and calendars, and coordinating with prosecutors, defense attorneys, officers, victims and victim advocates.
2	S	Creates and maintains case files and database by obtaining reports and information related to cases, entering information into databases, tracking data, and preparing files for attorneys.
3	S	Assists and prepares pre-trial conferences by obtaining files and gathering documents, creating and updating files and databases, verifying court calendars, assisting defendants with questions, and making copies of documents.



4	S	Assists with general personnel, payroll, and/or financial activities, which may include timekeeping, accounts payable, processing pay records, invoices, purchase orders, check requests, and pro-card reconciliations. Reports unpaid judgments, keeps financial records, and prepares personnel action forms on employee changes within the department/division.
5	L	Maintains budget and office supplies by logging spending into ledgers and reviewing expenditure reports, maintaining petty cash, ordering office supplies, following up on work orders and maintaining office equipment.
6	S	Assists office staff by preparing, proofing and editing letters, faxing, scanning, copying and mailing documents, letters and forms, copying audio and photographs, delivering documents, sorting and distributing mail, coordinating client signatures, answering phones, and filing.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Under and including one year experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
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.	

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	O	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, equipment, files
Pushing/Pulling	O	File drawers
Reaching	O	For supplies, for files
Handling	C	Paperwork, monies
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	R	Stairs, step stools
Balancing	R	On step stools
Vision	C	Reading, computer screen, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Both standard office equipment and systems and those specific to legal department, Microsoft Office, Adobe Acrobat, computers, printers and related software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop			
Recreation/Neighborhood Center			