



Legal Research Assistant

Department: City Attorney

SUMMARY: Provides research assistance to Department on laws, previous cases and other related information; writes opinions based on analysis of findings. Provides secretarial and administrative support and performs a wide variety of complex and confidential administrative duties to the City Attorney and Assistant City Attorney/Prosecutor.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Perform legal research on Internet and various legal databases; prepare and edit memos, general correspondence, contracts, agreements, and pleadings from written notes for attorney signature; summarize relevant cases; draft legal memos.

Compile, assemble and maintain up-to-date legal materials and files; organize and track educational materials and current legal publications; maintain legal library; supervise records retention and management.

Answer phones and assist the public with inquiries and information requests; provide information relating to City policies, rules and regulations; respond to sensitive requests for information and assistance and refer inquiries as appropriate; schedule and coordinate meetings, seminars, conferences, and out of town travel arrangements.

Draft and administer department budget; monitor and control expenditures; order all office materials and supplies; maintain accounts payable and authorize payments to outside vendors and counsel; review and process claims against the City; track litigation expenses.

File civil judgment and tax liens and lien releases; maintain financial records associated with filings.

Maintain personnel and timekeeping records.

Facilitate inter-staff communications; administer management mandated programs and committees as needed; disseminate office-wide informational bulletins from management; ensure compliance with safety procedures.

May supervise lower level legal and clerical staff.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; Code of Professional Responsibility; criminal database administration procedures; Arizona legislative process.

Automated timekeeping, accounts payable and receivable and budgeting.

Proper procedure for handling confidential documents and record keeping.

Legal software systems and databases.

Skill in:

Assessing and prioritizing multiple tasks and demands to meet deadlines; presenting a professional demeanor while working in stressful situations.

Establishing and maintaining cooperative working relationships with contractors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely; problem solving and negotiating conflict.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and legal databases; functioning standard office equipment; performing in-depth legal research.

Communicating with the use of proper grammar and telephone and e-mail etiquette.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate in Applied Science degree in Paralegal Studies or Legal Assistant Program or closely related field, and four (4) years paid fulltime experience in a support position in a law office or legal environment one (1) year of which involved supervision; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Must possess Notary Public commission within two (2) months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Formerly: Executive Assistant to the City Attorney; Executive Legal Assistant

Revised: July, 2006; Dec, 2007; Dec, 2013; Nov, 2014