



Legal Services Manager

Definition

To perform a variety of responsible and confidential administrative and legal duties for the City Attorney.

Supervision Received and Exercised

Receives direction from the City Attorney.

May provide technical and functional supervision over assigned clerical personnel.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Drafts and reviews legislation and other legal documents and instruments.

Coordinates the gathering of information from various departments in the preparation of contracts and other legal documents; reviews contracts and other legal documents to ensure necessary provisions are included.

Collects, compiles, and utilizes technical information to make recommendations to staff attorneys; compiles, organizes and analyzes various data for use in reports or other documents.

Assists in the preparation of form complaints, declarations and other basic pleadings.

Gathers and coordinates the compilation of information, materials, documents, reports and evidence necessary to respond to legislation and for agenda preparation.

Coordinates and monitors overall office activities and work flow ensuring timely completion of clerical and administrative support work; performs administrative detail, such as coordinating and scheduling activities; acts as liaison with departments and/or other agencies.

Performs specialized legal administrative duties including preparation and management of legal documents; prepares a variety of other materials including correspondence, reports, charts, spreadsheets, and statistical data; coordinates and may perform related statistical and clerical work, including typing, word processing and data entry.

Establishes and maintains confidential files and recordkeeping systems; maintains calendars; processes

documents; maintains and updates legal library and other manuals and resource materials, and performs other general clerical services.

Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures, and ensures the appropriate distribution and release of confidential or sensitive information.

May assist in departmental budget preparation and budget administration.

Perform related duties as assigned.

Qualifications

Knowledge of:

Modern legal office practices, procedures and terminology; general legal principles and application; various legal document formats and presentations.

Organization, procedures, and operating details of the City Attorney's office.

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and computer equipment and software.

Principles and methods of business letter and report writing.

Business English, composition and proper format.

Ability to:

Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; lift or carry weights of 10 pounds or less.

Coordinate events in a highly sensitive environment.

Employ good judgment and make sound decisions in accordance with established procedures and policy.

Independently perform a variety of sensitive secretarial tasks.

Research and prepare correspondence and reports.

Interpret and explain pertinent laws and rules.

Perform specialized legal administrative work including legislation, document, and court pleading drafting and review

Communicate clearly and concisely, both orally and in writing.

Understand, organize, index and reference a wide variety of administrative information and records.

Operate and use a variety of modern office equipment, including word processing equipment.

Type accurately at a speed of 60 words per minute.

Take dictation at a speed necessary for successful job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent of the completion of the twelfth grade. Completion of a paralegal program approved by the American Bar Association or from an approved paralegal program or legal training from a postsecondary institution preferred.

Six years of increasingly responsible secretarial and administrative support work for management personnel with four years of law-related experience under the supervision of a qualified attorney in an organization.

Licenses and Certifications

May need to possess a valid California driver's license.

FLSA: Non-exempt
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