

LAW OFFICE ASSISTANT

DEFINITION

Under general supervision, performs administrative and complex accounting work to assist in the management of the business function of the City Attorney's Office.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney or designee. This classification does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

The Law Office Assistant performs general administrative, complex clerical and accounting work, and assists with coordinating day-to-day office activities. This position logs requests for legal services, tracks and logs invoices, prepares department payroll, calculates monthly billings and assists with budget development and preparation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Typical duties may include, but are not limited to the following:)

Assists with coordinating office support functions and activities for the City Attorney's Office.

Gathers, researches and compiles a variety of data to assist with special projects and reports; establishes and maintains confidential records.

Logs and tracks all requests for Legal Services; reviews for accuracy and completeness, and routes to Supervising Deputy City Attorney.

Logs and tracks invoices; researches for accuracy and completeness, and processes for payment.

May assist with coordinating attorney and staff recruiting, orientation, and training.

Serves as liaison between City Attorney's office and other City Departments for confidential matters.

Assists in the development and administration of the department budget, time and billing, accounts payable, and related financial procedures.

Processes and prepares payroll and related reports.

Maintains, compiles and reconciles a variety of complex financial and accounting records and data; researches and resolves discrepancies.

Coordinates the MCLE tracking system; monitors budget allocation and MCLE credits; schedules training and coordinates attorney travel arrangements.

Researches and assists in the planning, development, and administration of office automation systems for time and billing, legal research, electronic calendaring, and case management.

Assists with inventory control, records storage, communications systems, and messenger services.

Organizes and maintains a variety of office files and records.

Provides customer service to the public as well as City employees.

Maintains the department law library and electronic legal references to ensure all office sources are current; updates legal texts.

Provides back-up and support for City Attorney projects and other sensitive assignments.

May recommend procedural changes or improvements affecting clerical activities or general office support procedures.

Performs other duties as assigned

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accounting, budgeting, and financial principals and practices.

Modern legal office practices and procedures, including recordkeeping and filing systems and business correspondence.

Local government structure, procedures and operations.

Legal terminology and the forms and documents used in law office practice.

Legal procedures and practices.

Standard legal references and their contents.

Ability to:

Communicate effectively both orally and in writing; and ability to write clear and concise reports and other written materials.

Research, collect and compile a variety of data, including complex clerical, financial and accounting records.

Establish and maintain effective working relationships; and ability to work effectively and collaboratively with people at all levels of the organization.

