

ASSISTANT LAW OFFICE MANAGER

DEFINITION

Under direction of the City Attorney and Law Office Manager, assists with managing the business function of the City Attorney's Office.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney and Law Office Manager. Exercises supervision over assigned clerical staff

DISTINGUISHING CHARACTERISTICS

This class is distinguished from legal support staff classes in that its incumbent assists the Law Office Manager with payroll, budget, and other tasks not assigned to legal support staff which require a thorough knowledge of procedures, methods, and techniques of the policies and procedures in the City Attorney's Office.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Assists with developing and implementing organization or procedural changes affecting support activities in the City Attorney's Office, specifically in the areas of office procedures, records management, information systems, and resource allocation.

Assists with overseeing the recruiting, selection, training, and development of staff.

Assists with the administration of the department budget, ID billing, accounts payable, and related financial procedures.

Assists with the administration of personnel matters such as payroll, benefits, employee relations, and workers' compensation within the Department.

Assists with maintenance of law library material and electronic legal references as assigned.

Assists with facilities requests and space planning.

Oversees the recruiting, selection, training, and development, counseling and performance evaluations of clerical support staff.

Operates standard office equipment and computer applications.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard legal references and their contents.

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

Modern legal office practices and procedures, including business correspondence, records management and standard office equipment operation.

Principles and practices of financial procedures and personnel practices.

Skill/Ability to:

Operate and use modern office equipment including word processing equipment.

Understand the organization and operation of the City Attorney's Office and outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Supervise and coordinate the work of clerical staff.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Prepare and maintain appropriate records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Possession of an associate's degree or the completion of sixty (60) semester units from an accredited college or university.

Experience:

Two (2) years of increasingly responsible legal secretarial experience with substantial background working within a law office or court system and one (1) year of executive assistance experience in a law office.

Special Requirements:

Possession and continued maintenance of a valid California Driver License required at time of appointment.

Assistant Law Office Manager
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APPROVED: (*Signature on File*)
 Director of Personnel Services

DATE: 5/2/2024

New: JTC:scm: 3/12/2021
Revised: SM:vp 4/30/2024