

## ADMINISTRATIVE ASSISTANT TO THE CITY ATTORNEY

**POSITION SUMMARY:** This is a part-time professional position that is responsible for supporting the office and administrative work of the city attorney's office. This position may also provide administrative support to the city manager's office. This position evaluates the needs of the department in planning, scheduling, and developing solutions and performs technical and complex office work. Additional areas of responsibility include document preparation, typing, filing, scheduling, data entry, record keeping, payroll, coordination of meetings, ordering and maintaining supplies, coordinating mailing, drafting correspondence, and working on special projects. This position works with a diverse group of external contacts as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload. This position applies specialized functional knowledge to analyze and respond to matters within established limits. This is a highly confidential position in which the employee must possess integrity, high ethical principles, and a professional service-oriented attitude.

**SUPERVISION RECEIVED:** Work performed is under the direction of the Department Head or designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with city attorney to establish priorities, develop plans and goals, policies and procedures, coordinate activities, and implement projects. Attend meetings as required.
2. Process, file, and record legal documents in compliance with court rules and with local, state and federal laws, regulations, and practices. Serve documents to opposing parties and prepare and file proof of service.
3. Coordinate document and file preparation. Ensure drafts are in final form using city and city attorney format. Ensure final documents conform to court, agency and register of deeds requirements. Facilitate the completion of required forms for review.
4. Type, design, proofread, and correct general and complex correspondence such as memoranda, staff reports, opinions, ordinances, resolutions, minutes, and agendas in the correct format. Assist with drafting media releases and legal notices, and participate in preparing material for publication. Responsible for accuracy and clarity of final copy.
5. Complete general and complex office support specific to the department, as well as general duties. Process mail, schedule and coordinate meetings, take minutes, document imaging, print and copy large files, prepare labels, order and maintain supplies, and create and maintain paper and electronic files.
6. Monitor and verify docket schedules and due dates for courts, the Michigan Tax Tribunal and other agencies. Plan and schedule appropriate lead time for case preparation.
7. Represent attorney by communicating and obtaining information. Follow-up on delegated assignments. Know when to act and when to refer matters to the attorney.
8. Maintain various reference files, assemble and organize project data and prepare necessary

- reports, including charts and tables. Maintain accurate databases. Responsible for records retention.
9. Maintain city attorney's calendar by planning, docketing, and scheduling court and agency appearances, meetings, due dates, conferences, teleconferences, dispositions, and travel. Anticipate and prepare files, copies, and other items the attorney may need while attending.
  10. Record, file, and monitor pleadings, correspondence, documents, and other materials. Monitor and gather evidence. Anticipate changes in litigation or transaction preparation requirements.
  11. Handle arrangement of meetings, notify attendees, and duplicate and organize handouts. Record, transcribe, and distribute minutes of meetings as required.
  12. Facilitate the city attorney's participation in Free of Information Act (FOIA) requests and subpoena requests for documents.
  13. Enhance department and organization reputation by undertaking responsibility for new and different requests. Explore opportunities to add value to the position.
  14. Assist in processing claims made against the City by coordinating efforts of the city attorney, city manager's office, other city departments and staff, and the city's insurance carrier.
  15. Coordinate arrangements for and provide oversight of outside legal counsel.
  16. Maintain confidential records and process or transmit information that requires a high degree of discretion and judgment.
  17. Participate in contracting, purchasing, and budget activities
  18. Receive, investigate and address inquiries and complaints made by citizens, businesses, or others. Follow up to ensure appropriate response occurs.
  19. Keep abreast of new developments and methods through continued education and professional growth.
  20. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Graduation from high school and five years responsible work experience in a legal clerical or professional office setting. Associates degree preferred.
- B. Able to understand legislation, regulations, court rules, and ordinances.
- C. Knowledge of legal terminology, government service, and court systems.
- D. Able to establish effective and cooperative working relationships; use tact, good judgment,

and resourcefulness when working with staff, the public, and other governmental agencies and officials.

- E. Possess excellent organizational skills and problem solving ability. Understand the larger perspective and goals of the organization. Detail oriented; possess skill in organizing schedules and coordinating associated resources. Able to identify and follow through with process improvements.
- F. Able to work independently with minimal supervision. Able to make decisions according to appropriate rules, regulations, departmental policies, and procedures. Possess self-supervising attributes and a positive, congenial attitude.
- G. Able to communicate effectively with care to details, nuances, and accuracy. Able to effectively present ideas orally and in writing for varied audiences.
- H. Demonstrate proficiency in the use of office equipment and information technology including software applications related to areas of responsibility, and the ability to quickly learn other technology as necessary. Extensive knowledge of Word, Excel and other Microsoft Office programs.
- I. Strong time management skills. Demonstrate ability to work effectively within deadlines, under stress, and with changing work priorities.
- J. Proven ability to work well with a team and with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude. Demonstrated ability to exercise good judgment and discretion and to handle sensitive matters.
- K. Able to exercise independent judgment and discretion and to handle confidential matters.
- L. Demonstrate skill in planning, organizing, scheduling, directing and coordinating work activities and associated resources.
- M. Able to travel to various locations both in and out of state to receive additional training as deemed necessary.
- N. Possess a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet. The employee is required to drive in inclement weather.

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