

**Title:** Legal Assistant  
**PG:** 40  
**Status:** Civil Service  
**Position Reports to:** City Attorney  
**Department:** City Attorney's Office

**Class Code:** 5005  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible staff support work assisting the City Attorneys in administrative matters and providing legal secretarial support. Work involves the performance of difficult and varied clerical and public contact work, requiring flexibility, good judgment and diplomacy. Work also involves independence of action, exercise of mature judgment and application of extensive working knowledge of organization and programs in a variety of work involving continual interdepartmental relations.

**ESSENTIAL FUNCTIONS:**

1. Drafts all ordinances and resolutions for review by the City Attorney.
2. Prepares Legal Department's portion of Agenda for City Commission meetings.
3. Prepares public notices and legal advertisements for publication by City Clerk.
4. Coordinates execution of legal documents by appropriate City officials and distribution of same.
5. Drafts or transcribes correspondence, contracts, pleadings, etc.
6. Maintains files.
7. Maintains calendar for City Attorney.
8. Meets with various City staff regarding drafting of ordinances, resolutions, public notices, advertisements, etc.
9. Performs legal research for City staff or public.
10. Researches and procures capital equipment. Generates appropriate documents for ordering and payment.
11. Plans and coordinates various activities within the Department, as determined by the City Attorneys and insures the smooth flow of work and compliance with applicable departmental policies and procedures.
12. Composes correspondence and non-routine memoranda concerning administrative details. Composes legal memoranda and reports based on legal research and findings.
13. Performs training of clerical assistants, as necessary.
14. Develops departmental regulations and procedures for employees and public subject to the approval of the City Attorney.

**ADDITIONAL RESPONSIBILITIES:**

1. May perform the functions of the Legal Secretary II classification.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of office record keeping and reporting.
2. Knowledge of the principles of office management and administration.
3. Knowledge of legal terminology and documents.
4. Knowledge of budget preparation procedures and bookkeeping methods and principles.
5. Skill in the operation of a personal computer.
6. Ability to carry out administrative and supervisory details independently and conduct correspondence without review.
7. Ability to plan, assign and coordinate the work of the secretarial staff.
8. Ability to communicate effectively both orally and in writing.
9. Ability to compose reports, pleadings, letters and memoranda.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

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The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent including or supplemented by courses in shorthand, typing, and office procedures.
2. Five (5) years of legal secretarial experience in a public or private law office.
3. An equivalent combination of education and experience that is determined to be directly related and equivalent to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.