

- Oversee and monitor purchasing activities, including preparing requests for payments, budget transfers and purchase orders and approving such transactions as authorized by the City Attorney; coordinate personnel and payroll related transactions, including the approval of time requests for clerical staff.
- Assist City Attorney in selecting, compiling, and using technical information from such references as digests, encyclopedias, practice manuals and codes; prepare and process correspondence and other legal documents requiring knowledge of legal format, terminology and procedures; follow up with third parties or stakeholders to ensure materials and documentation is submitted for case processing.
- Prepare and draft various ordinances, resolutions, contracts, employment agreements, council reports or other legal documents as requested; work with various departments to follow up on procedural steps and completion.
- Provide direct administrative support to the City Attorney including coordinating meetings, scheduling appointments, answering phone calls and communicating with various stakeholders regarding the status of various cases/projects.
- Revise and update on an annual basis the Municipal Law Guidebook; research appropriate law and receive input from the attorneys as necessary.
- Interpret policies, rules and regulations in response to general inquiries; answer letters and general correspondence; process confidential matters; prepare and respond to special studies, surveys or projects as assigned.

QUALIFICATIONS

Knowledge of:

- Legal research methods and techniques.
- Legal terminology, forms and documents used in the legal profession.
- Principles and procedures of record keeping and reporting.
- Principles, methods and practices of municipal finance, budgeting and accounting.
- Principles of supervision, training and performance evaluation.
- Legal procedures and practices involved in composing, processing and filing a variety of legal documents and reports.
- Personal computer operation and applicable office and legal software applications.

Ability to:

- Perform legal research, collect, compile and analyze legal data.
- Supervise, train, evaluate and discipline assigned staff.
- Read, interpret and apply laws and policies, rules, state and federal codes and statutes.
- Prepare legal documents, correspondence and memorandums.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective course of action.
- Work cooperatively with other departments, City officials and outside agencies.

- Communicate effectively, both orally and in writing.
- Operate personal computer and applicable software programs.

Education and Experience:

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

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in Business Law, Business Administration or closely related field.

Experience: Three years of increasingly responsible paralegal experience, including one year of supervisory or lead responsibility.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of a Legal Assistant Certificate from a paralegal program approved by the American Bar Association.

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Legal Services Manager

TO: