

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Legal Assistant		
<b>Job Code:</b>	CL5090	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	07/19/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	03/01/16

### GENERAL SUMMARY

Performs legal administrative assistance to City attorneys in all legal matters affecting the City. Performs a variety of responsible legal assistant duties in support of the City Attorney's office. Creates and maintains complex filing systems for litigation cases.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Manages attorney calendar and schedules. Calculates and monitors deadlines and reminds attorneys of impending events.
2. Organizes, maintains, tracks and controls digital and traditional case files. Receives and reviews initial file assignments. Assembles, creates and organizes physical and electronic files of all records.
3. Provides administrative and procedural support to attorneys. Prepares legal documents and correspondence, which includes drafting motions, discovery, orders, briefs, notices, and agreements under the direction of an attorney. Receives and reviews invoices for payment.
4. Arranges, schedules and confirms appointments, meetings, court settings and deposition settings and notifies parties involved.
5. Monitors Prosecutor's Docket Log.
6. Electronically files pleadings.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - State and Federal timetables and deadlines.
  - Legal terminology and forms and documents used in legal secretarial work.
  - Legal procedures and practices involved in composing, processing and filing a variety of legal documents.
  - Standard legal references and their content.
  - Business letter writing and basic report preparation.
  - Principles and procedures of maintaining a complex legal filing system.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Specialized computer software and other applications utilized in recording and processing legal documents.
  - Basic bookkeeping procedures.
  - English usage, spelling, grammar and punctuation.
  - Modern office procedures, methods and computer equipment.
- Skill in:
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Perform responsible legal administrative duties.
  - Prepare, maintain and distribute a variety of legal documents.
  - Prepare standard legal documents and correspondence.
  - Works independently in the absence of supervision.
  - Operate office equipment including computers and Microsoft Office Suite data processing and spreadsheet applications, copiers, printers, fax, etc.
  - Maintain confidentiality regarding matters of a legal nature.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's Degree from an accredited college with major course work in Business Administration, Public Administration, Office Administration, or related field and two years of increasingly responsible legal secretarial experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.