

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: LEGAL EXECUTIVE ASSISTANT (185)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
City Attorney's Office	Varies	Exempt

**CLASS SUMMARY**

Under general direction, performs a variety of legal administrative duties within the Office of the City Attorney. Responsibilities include drafting and preparing legal documents and related materials; performing varied work related to special projects in the Attorney's Office; maintaining daily office tasks; answering inquiries, complaints, and providing information related to the Office of the City Attorney. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Associate of Arts degree from an accredited college or university in office administration, business management or related field; AND
- Six (6) years of progressively responsible and varied administrative support and/or legal experience, including knowledge of legal terminology, forms, procedures, technology, and supervisory responsibilities.

***LICENSES/CERTIFICATIONS***

- None.

***DESIRABLE QUALIFICATIONS***

- Experience in law office procedures, including court calendaring, file system organization, library maintenance and familiarity.
- Public sector experience is preferred.

**DISTINGUISHING CHARACTERISTICS**

The Legal Executive Assistant is distinguished from other classes in the administrative support series in that the incumbent provides responsible, confidential, administrative support services for the City Attorney. The job involves working with individuals, activities and issues with which the City Attorney is involved and requires daily contact with a cross-section of high level government, community, and public and private officials, as well as individual members of the community. The incumbent must be able to handle non-partisan confidential matters with a high level of judgment.

As a member of the City's unclassified service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager or City Attorney. An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under general direction:

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- Receive and reply to mail, office visitors, telephone calls, and refer citizen complaints to the appropriate department;
- Perform varied, responsible and confidential administrative duties;
- Maintain calendar and appointment schedule, and coordinate attendance at numerous board, committee, and commission meetings and update public calendar information;
- Prepare original correspondence, reports, news releases, proclamations and commendations;
- Coordinate special and ongoing projects;
- Handle daily contact with high-level government officials and residents;
- Handle confidential information regarding controversial issues;
- Handle staff travel arrangements;
- Prepare and/or transcribe finished copy from notes, typed copy, rough draft, oral instructions self-composed letters and memos, and transcripts of minutes and reports;
- Assemble, review, and analyze materials to determine that all relevant data, files, signatures, and other required details are included;
- Screen incoming correspondence, follow up to ensure deadlines are met;
- Contact other agencies for information required for special reports or correspondence, handle confidential information regarding controversial matters;
- Establish and maintain office files and procedures;
- Prepare annual operating budget and monitor use of funds;
- Track Council proclamations and awards received by the City of Santa Clara;
- Order office supplies and capital outlay items;
- Interface with the municipal, superior, and Federal courts;
- Draft letters, memoranda, reports, pleadings, resolutions, and ordinances;
- Maintain the filing system and the law library, including organizing, ordering, cataloging and filing books, updates, supplements newsletters, bulletins, and seminar materials;
- Coordinate contracts and invoices from outside counsel; and
- Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Basic organization and function of municipal government, including the role of an elected City Council and appointed boards and commissions; functions and role of City Manager, City Attorney, and City operations;
- Individual activities and issues with which the office is involved;
- Budgetary and financial record keeping methods;
- Office methods, procedures and machines, including filing systems, reception and telephone techniques and letter and report writing;
- Office safety practices, procedures and standards;
- Microsoft Office suite products, including but not limited to Word, Excel, PowerPoint and Outlook;
- Correct English usage, spelling, punctuation, grammar and vocabulary;
- Current legal and general office methods and technology;
- Fundamentals of the organization and maintenance of a law library; and
- Legal terminology, pleadings, briefs, ordinances, resolutions, documents and publications.

## **LEGAL EXECUTIVE ASSISTANT (185)**

Ability to:

- Perform difficult para-professional work independently;
- Use tact and discretion in handling routine, complex, and confidential matters related to the City of Santa Clara's business;
- Effectively manage calendars and appointment schedules;
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public;
- Prepare correspondence without review, employ good judgment and make sound decisions in light of established policies and procedures;
- Transcribe material with accuracy;
- Type from clear copy at a net rate of not less than 25 words per minute on a computer keyboard;
- Communicate effectively and clearly, both verbally and in writing;
- Supervise the work of administrative support staff;
- Manage multiple priorities, organize workload, organize files, meet strict deadlines and work with many interruptions; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Manager, City Attorney, or designee.

### **SUPERVISION EXERCISED**

May supervise administrative support staff as assigned by the City Attorney.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

### **CLASSIFICATION HISTORY**

Created 05/2020