

CITY OF DALY CITY
DUTY STATEMENT
EXEMPT POSITION

LEGAL OFFICE ASSISTANT

DEFINITION

Under supervision, to contribute to the effective day-to-day functioning of the City Attorney's office by providing administrative support, to perform varied clerical work of average difficulty; and to do other related work as required.

EXAMPLES OF DUTIES

1. Perform a wide variety of administrative duties as required by daily operations of the City Attorney's Office.
2. Type material of a confidential nature consisting of letters, reports, memoranda, resolutions, and ordinances.
3. Maintain computer filing systems for claims, litigation and other City Attorney files.
4. Receive claims against the City and at the direction of management or higher-level clerical positions, processes claim through tracking and preparation of written correspondence.
5. Performs a wide variety of clerical work including filing and billing.
6. Using current computer software programs to prepare drafts and final documents; reviewing finished materials for completeness, accuracy, format, and appropriate grammar.
7. Acts as a receptionist; answer the telephone and greets the public, providing information on department and routes questions to the proper employee.
8. Communicates effectively over the telephone and in person.
9. Assist with preparation of resolutions and/or Ordinances for City Council meetings.
10. Maintain and update law library.
11. Open, screen and route incoming mail.
12. Perform routine purchasing for variety of supplies, materials and equipment.

13. Manage communications and correspondence (phone, voicemail, email, mail), responding when needed; bringing action items forward to appropriate individual's attention
14. Creates, organizes and maintains paper and electronic case and assignment files, discovery and pleading indexes.
15. Operates office equipment, including computers, printers, copiers, scanners, fax machine.
16. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Modern office methods and practices including receptionist and telephone techniques and operation of basic office equipment; correct grammatical usage; accurate spelling; proper punctuation; basic arithmetic; basic legal formats and clerical procedures of a City Attorney's Office; basic organizational structure and function of City Government procedures; filing and record keeping practices.

Ability to: Type at a speed of 45 words per minute from clear copy; perform clerical work of average difficulty; spell correctly, use good English and make arithmetical computations; follow oral and written instructions, keep account records; work cooperatively with others; and attend work and perform duties on a regular and consistent basis.

Experience: Two years of experience in clerical work

Education: Graduation from high school or equivalent.

License or Certificates: Possession of, or ability to obtain, an appropriate, valid California Driver's License. Ability to become a California Notary Public may be recommended.