

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

EXECUTIVE LEGAL OFFICE ASSISTANT

DEFINITION

Under general supervision, to contribute to the effective day-to-day functioning of the City Attorney's office by providing administrative support, to perform a variety of responsible clerical work; and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of responsible administrative duties as required by daily operations of the City Attorney's Office, Type material of a confidential nature consisting of letters, reports, memoranda, resolutions, and ordinances; Maintain computer filing systems for claims, litigation and other City Attorney files; 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; Assist with preparation of resolutions and/or Ordinances for City Council meetings; Records and cross indexes a variety of documents; types letters, notices, specifications, contracts; prepares time sheets, bills, requisitions, technical and general reports and forms, and other documents; proofreads departmental clerical work products for accuracy and neatness; operates business machines such as copier, computer; composes letters from marginal notes and oral and written instructions; may personally compose letters in connection with routine departmental procedures or policies; gives non-legal information over the counter or by telephone in answer to inquiries; makes appointments and introduces visitors; screens and routes incoming mail, and assembles files and other material to facilitate reply by supervisor; takes and refers telephone calls; verifies and tabulates statistical and financial data and compiles into established report forms; makes arithmetical calculations; assists in preparing departmental budget estimates. Handles confidential information with discretion and good judgment; occasionally, as required, takes and transcribes minutes at office meetings; is responsible for maintaining and/or coordinating running balances of departmental budget expenses and makes comparison with computer reports.

MINIMUM QUALIFICATIONS

Knowledge of: Basic legal formats and clerical procedures of a City Attorney's Office and legal documents, modern office methods and practices including receptionist and telephone techniques, operation of basic office machines and equipment including

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computers; computer software including word processing (e.g. Microsoft Word) and spreadsheets (e.g. Microsoft Excel); and document and agenda management; correct grammatical usage, accurate spelling, proper punctuation and vocabulary, basic arithmetic; alternative types of filing systems; proper business letter and report writing format; general bookkeeping methods; and word processing, basic organizational structure and function of City Government procedures; filing and record keeping practices.

Ability to: Compose correspondence and routine legal documents from oral or written instructions; compile and prepare records and reports; learn and interpret rules, regulations, laws and ordinances affecting the work of the department where work is performed; make arithmetical calculations; type at a rate of 50 words a minute from clear copy; be proficient in computer skills and programs; follow written and oral instructions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Four years of experience in clerical work, one year of which should be of a legal nature.

Education: Graduation from high school or equivalent. (Additional qualifying experience may be substituted for the required education on a year-for-year basis, to a maximum of two years.)

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