



TOWN OF LOS GATOS

LEGAL ADMINISTRATIVE ASSISTANT

Class Code: 3200
Department: Town Attorney's Office
Supervisor: Town Attorney

Bargaining Unit: Confidential
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under general supervision, performs a variety of paraprofessional legal services and clerical duties in the Town Attorney Office. This includes providing complex administrative support to the Town Attorney, researching legal information from readily available sources, drafting resolutions, ordinances, contracts, and other legal documents and instruments while proofing for accuracy and ensuring proper legal format; maintaining a calendar of court appearances, meetings, and legal deadlines; and receiving and processing claims against the Town. The Legal Administrative Assistant works closely with staff from the offices of all Town Departments and interfaces periodically with the Town Council, the general public, and outside agencies.

SUPERVISION RECEIVED AND EXPECTED

Receives general and technical supervision from the Town Attorney.

CLASS CHARACTERISTICS

The Legal Administrative Assistant is a single position class responsible for assisting the Town Attorney in administration of the Department's operations. This classification is distinguished from all other Town classifications by the specialized knowledge and training required related to legal practices, procedures, forms, documents, legal terminology, and time limits as well as basic knowledge of municipal or government functions and practices. Incumbents exercise sufficient knowledge and prior legal administrative experience necessary to exercise discretion in the resolution of complex problems where the consequence of error is relatively high. Some duties require researching of legal information from readily available sources, with primary emphasis placed on assembling data, preparing and transmitting documents, and providing technical or procedural information in response to inquiries.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provide administrative support to the Town Attorney, including composing correspondence for signatures; screening mail and phone calls; scheduling appointments; and ensuring that proper department records are kept.
- Provide legal support to the Town Attorney in all aspects of litigation, including, but not limited to transcribing and proofreading various legal documents, including: pleadings, pre- and post-trial motions, discovery and trial briefs; filing documents with the court; maintaining calendar for timely filing of documents, appearances, depositions, and other proceedings and meetings requiring counsel participation/attendance.
- Coordinate and participate in the investigation, collection and compilation of a wide variety of information, materials, documents, reports and evidence.
- Participate in the drafting of ordinances, resolutions, council reports, contracts and amendments thereto, deeds, leases, permits and other legal documents and instruments.
- Draft correspondence, memoranda and reports in support of Town Attorney.
- Provide case management assistance to the Town Attorney.
- Receive and process claims against the Town, including contact with affected departments to research and document pertinent information; prepare necessary documents; communicate with claimants concerning the claims processing procedure, current status, and final resolution of claims.
- Perform basic legal research using Town Attorney's office library, the internet, and other research tools.
- Prepare litigation status report for Town Council.
- Respond to subpoenas served on Town.
- Maintain law library.

- Provide a variety of information on Town Attorney Office operations and procedures, both by telephone and in person. Information may include explanation and interpretation of applicable codes, regulations and policies.
- Work with staff, the general public, and elected officials providing a high level of administrative support services.
- Recommend and coordinate the development and maintenance of computerized applications and systems.
- Maintain the departments' records storage and control.
- Assist with responses to Public Records Act requests.
- Perform clerical tasks, types resolutions, correspondence, and other material from dictating equipment, clear copy or draft. May independently compose routine correspondence in accordance with established guidelines.
- Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- Participate as a knowledgeable, cooperative, and supportive member responsible for assisting in developing and implementing departmental and program goals, objectives, policies, procedures, and activities, providing technical and specialized input to department efforts.
- Increase knowledge base and learn new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Build and maintain positive working relationships with co-workers, other Town employees, elected officials, and the general public, exhibiting exceptional customer service and communication skills.
- May be assigned as a Disaster Service Worker, as required.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal research methods and proper formatting of legal documents, including, pleadings, discover, pre- and post-trial motions, and trial briefs.

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work, including advanced proficiency with word processing software.
- Principles and practices of records retention systems and multiple filing systems.
- Pertinent local, state and federal laws, rules, and regulations as they apply to designated and specialized areas of responsibilities.
- Professional level writing techniques and correct English usage, including; proper grammar, spelling, vocabulary, and punctuation.
- General customer service principles and practices.

Ability to:

- Analyze and interpret applicable Town Codes, laws, ordinances, and statutes.
- Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- Maintain calendar for purposes of litigation and proceedings requiring counsel participation.
- Efficiently take notes, summarize written or verbal material presented, and transcribe notes, legal documents, memoranda and correspondence.
- Proofread documents with a strong attention to detail while correcting spelling, punctuation, and grammar.
- Operate a PC/tablet and related software.
- Understand the role and organization of the Town Attorney's office.
- Interpret and apply federal, state, and local laws and regulations; Brown Act, Public Records Act, and other relevant California laws.
- Organize work, set priorities, meet deadlines and complete assignments independently.
- Perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency.
- Interpret a wide variety of documents and apply knowledge of diverse procedures.

- Accurately monitor timelines to ensure legal compliance.
- Maintain filing systems and complex records including confidential data.
- Work independently and with minimal direction and follow projects through to completion; exercising sound, independent judgment within general policy guidelines.
- Assist in the development and implementation of policies, procedures, work standards and internal controls.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Completion of high school or equivalent and any combination of training and experience equivalent to two (2) years of litigation, legal assistant or related experience in a law firm, public agency or other similar office.

Public agency experience is preferred.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess mobility to work in a standard office setting using standard office equipment, operate a motor vehicle to visit various Town and meeting sites; possess visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks on uneven surfaces; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Climbing	Rarely	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	20 lbs.	Standing	Occasionally
Crawling	Rarely	Reaching	Occasionally	Walking	Occasionally
Talking	Frequently	Grasping	Frequently	Pushing	20 lbs.
Hearing	Frequently	Feeling	Occasionally	Carry	20 lbs.
Crouching	Occasionally	Running	Rarely	Finger Dexterity	Frequently
Pulling	20 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee primarily works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances and is in direct contact with other Town personnel and the public.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings and evenings.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.