



# MEMORANDUM

Date: January 4, 2013  
To: Todd Cutts, City Manager  
Council Study Session  
From: Anh Hoang, Human Resources Director *AH*  
CC: Tracy Mott, Paralegal 1  
Re: **Paralegal 1 Job Audit Result**

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Attached, please find information and documentation regarding a job audit request and Human Resources' recommendation for the Paralegal 1 position. Per the attached justification, I am recommending the following changes as a result of this job audit:

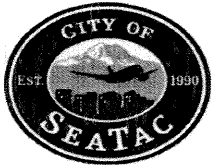
1. I am recommending that the single incumbent position of Paralegal 1 retain its classification title of Paralegal 1, while incorporating the recent changes in duties and responsibilities into its job description.
2. The Paralegal 1 classification is currently at a salary range 44. Per the attached salary survey information, this position is 5.6% below market average of the City's comparable jurisdictions. Placing the Paralegal 1 classification in the City's salary schedule at salary range 46 would put this position approximately 0.6% below the market average for the maximum of the salary range.
3. It is recommended that the above salary adjustment be effective August 26, 2012, which is thirty (30) days after the HR Department's receipt of the job audit request per the Employee Handbook.

I have discussed the above recommendations with Todd Cutts, City Manager, who has given a verbal approval of the salary adjustment recommendation, allowing for this issue to be presented to the Council Study Session on January 22, 2013 for ratification. The above recommendation has the following impact on the incumbent's salary:

<u>Employee Name</u>	<u>Current Sal Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Effective Date</u>
Tracy Mott	44 F	\$4,972	46 F	\$5,224	8/26/12

This salary adjustment is equivalent to \$252 per month, or approximately 5%, wage increase for the employee.





To: Tracy Mott, Paralegal 1

CC: Anh Hoang, Human Resources Director  
Mary Mirante-Bartolo, City Attorney  
Todd Cutts, City Manager

From: Stephanie Johnson, Senior Human Resources Analyst

Subject: Results of Job Audit

Date: December 7, 2012

Thank you for your patience in waiting to hear the results of your job audit request.

The purpose of a job audit is to review the current job description or class specification of record because an employee believes their position has had a substantial and permanent change in job duties or level of responsibility.

Human Resources reviews your position to determine if there has been a significant change in the tasks assigned to the position and the autonomy of those tasks to warrant a change in classification. We also review your position to determine if the position is appropriately placed in the City classification plan.

**Summary of facts:**

The Paralegal 1 job description was created in 2006 as a result of a job audit.

As a Paralegal 1, you provide a variety of paralegal and complex clerical, technical, and support duties to the Associate City Attorney/Prosecuting Attorney.

The Paralegal 1 classification is assigned to criminal law. The Paralegal 2 classification is distinguished from Paralegal 1 by its primary responsibility for all complex civil litigation duties. The Paralegal 2 assists the City Attorney in all technical, clerical, and administrative duties having department-wide impact.

In our meeting October 8, 2012, you stated that certain types of criminal cases have been pushed to the lower court (including SeaTac's court of limited jurisdiction) which has generated additional workload for you. You also provided a copy of a Legal Department memo which outlines updated Municipal Court policies as they relate to stipulated order of continuances, 8:51AM calendars, and petitions for civil protection orders which has also generated additional workload for you.

You stated that you are now responsible for assisting with providing case management for felony cases referred to municipal court. This includes researching crime elements, drafting complaints, contacting potential witnesses, and reviewing criminal case dockets for Defendant non-compliance.

You stated that due to new work being assigned to the Department, you are now responsible for coordinating civilian witnesses and Police Officers for appearances in court for all criminal cases and civil infractions.

You stated that whereas the Judicial Support Specialists in the Municipal Court used to oversee treatment conditions, you are now drafting motions and having the court set cases for review.

You stated that you are now responsible for monitoring requests for restitution information from crime victims. You stated that you have always sent out a restitution letter, but what has changed is the City Prosecutor's proactive approach to seeking restitution. You provided an example where the City received \$14,000 in restitution. You were responsible for getting estimates for repairs and working with the affected departments, including finding invoices from Finance as part of the case preparation.

You stated that new work has been assigned to the department and you are now responsible for obtaining from the Police and filing with the court a National Criminal Information Center (NCIC) and protection order history for all domestic violence cases. In order to request the NCIC, a background and fingerprinting check is newly required for clearance.

You stated that you are now required to use a variety of databases to conduct your work including SECTOR, Westlaw, JIS, DISCIS, SCOMIS, FORS, JABS and DOL.

You provided samples of work for inclusion in my audit which included a criminal complaint for an attempted forgery, a sample certificate of address search and a copy of a City's motion to set review hearing.

I met with your supervisor, Senior Assistant City Attorney Mark Johnsen and City Attorney Mary Mirante Bartolo on October 25, 2012. They stated that they have assigned you additional complex work assignments including witness coordination, interpretation for gross misdemeanor cases which have been pushed to the lower courts, and restitution. They opined that your newly assigned work requires a great deal of independent thinking and review. They stated that volume of cases is expected to continue into the foreseeable future.

I have made changes to your job description which you and your supervisors provided input to on November 27, 2012.

**Findings:**

I do find that complexity of tasks/assignments has increased and the level of responsibility assigned to the position has also increased.

As a part of the job audit process, I surveyed our ten comparable cities (Bonney Lake, Burien, Bothell, Edmonds, Issaquah, Lynnwood, Marysville, Puyallup, Tukwila and

University Place). I found that the work you are performing is recognized in three of the ten comparable jurisdictions.

Based on finding good position matches and reviewing their corresponding salaries, I found that your position is paid 5.6% below market value.

**Recommendation:**

I am not recommending a title or classification change from Paralegal 1. I believe it is an appropriate classification in the City for your work on criminal law. I am not recommending a reclassification to Paralegal 2 by its emphasis on complex civil litigation duties. What I am recommending is that your newly assigned complex duties be added to your existing classification. As the revised job description was used to conduct the salary survey for your position, and as a result of that survey, I am recommending a pay grade change from your current range of 44 to 46 retroactive to August 26, 2012 (30 days following receipt of your job audit).

**Effect On Your Position:**

Your position is currently placed in pay grade 44, step F and your current 2012 pay is \$4,972 per month. If your job audit recommendation is approved by the City Manager and ratified by the City Council, your position will be moved to pay grade 46 retroactive to August 26, 2012. In reclassifications, employees are placed at the step in the new range that provides a minimum five percent (5%) increase over their current salary, not to exceed the maximum of the new pay range. Therefore, you are placed in step F at a rate of \$5,224 per month on the 2012 pay plan. Your performance review date will change to August 26.

**Job Audit Review Procedures:**

The Human Resources Department has given the City Manager a heads up regarding your job audit recommendation. You will be provided ten (10) working days from the receipt of this job audit recommendation memo to submit a statement of your agreement, disagreement, and/or additional information you wish to be considered by the City Manager to the HR Department.

The HR Department will then send this recommendation and related documentation, your statement(s), and any further explanation from HR to the City Manager for consideration.

**Job Audit Approval Procedures:**

After reviewing all the job audit information from HR, including additional comments/information from the employee and/or employee's management, the City Manager will render a decision.

1. If the City Manager denies the job audit, the decision is final.
2. If the City Manager approves the job audit, the job audit will be forwarded to a Council Study session for Council ratification of the City Manager's decision.
  - a. If the City Council denies the job audit, the decision is final.

- b. If the City Council ratifies the City Manager's approval of the job audit, it will be implemented per the Employee Handbook - See page 12.1 – RECLASSIFICATION/PAY ADJUSTMENT, which is paraphrased in the "Effect On Your Position" section above.

***Attachments:***

Job Description Update

2012 Salary Survey

Job Descriptions – Comparable Matches

## CITY OF SEATAC

CLASS TITLE: PARALEGAL 1

Salary Range: Under Review44A

FLSA: Non-Exempt

Union: Non-represented

### BASIC FUNCTION:

Under the supervision of the Senior Assistant City Attorney, plan, coordinate and perform complex legal office operations to assure timely and efficient work output; perform technical clerical and administrative duties; prepare, maintain and generate a wide variety of technical legal forms and documents for the criminal division of the City Attorney's Office while maintaining confidentiality of department operations and information.

### REPRESENTATIVE DUTIES:

1. Provide a variety of paralegal and complex clerical, technical, and support duties to the Associate City Attorney/Prosecuting Attorney. Assist with providing case management for felony cases referred to municipal court. Research crime elements, draft complaints, and contact potential witnesses. Assist with follow-up from police or through a subpoena duces tecum for cases with factual and evidentiary issues that warrant potential felony filing. Draft motions for prosecutor review to set non-compliant cases for review as appropriate. E
2. Serve as a liaison between the Prosecutor and the public, police, courts, defense counsel and other City departments and employees; reply to citizens by providing answers to questions and information regarding legal and court procedures. Coordinate civilian witnesses and Police Officers for appearances in court for all criminal cases and civil infractions. E
3. Assist in the prosecution of criminal court cases; review, prepare, and maintain case files for daily court calendars, investigate cases, obtain information and evidence for use in court; prepare and maintain case log; provide case maintenance support. Transfer, download and print all arraignment, pretrial, motion, review and contested court calendars along with the corresponding court dockets, defendant case history and driving abstracts. E
4. Review cases for accuracy of charges, completion of police reports and to determine proper filing to comply with court requirements; update case files with information received from Judicial Information Systems (JIS) applications; obtain from police and file with the court a National Criminal Information Center (NCIC) and protection order history for all domestic violence cases; provide file maintenance program to assure timely follow-up on cases with defendants, attorneys and the court system. E
5. Provide legal research and obtain information to assist attorneys including working new criminal law legislation; organize materials necessary for attorney implementation. Perform address searches using appropriate databases for all defendants failing to appear at arraignment; draft Certificate of Address Search using information obtained. E

6. Prepare legal documents and gather evidence relevant to code enforcement, civil infractions and criminal court proceedings including, but not limited to, complaints, motions, legal pleadings, demand for discovery, subpoenas, subpoena duces tecum, declarations, jury instructions, and proof of service. E
7. Provide discovery to attorneys, public defender and defendants in accordance with legal requirements; confer with animal control staff, code enforcement officers, police department personnel, animal control staff and others regarding cases pending or in process regarding appearances for court hearings and for follow-up on police reports as directed. E
8. Review and transcribe specific court hearings; maintain and update the Criminal Paralegal Procedure Manual. E
9. Communicate by telephone, electronic means, or personally with City staff, the public, and outside organizations to assist in the coordination and completion of department activities and to provide City employees with various legal documents, reference materials, codes, laws and regulations as appropriate.
- 9-10. Contact crime victims and obtain all necessary documents for purpose of restitution. Draft motions to set restitution hearings for prosecutor review and signature. E
- 10-11. Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of court rules, statutes and case law; represent department as required. E
- 11-12. Operate business and office machines including typewriter, copiers, FAX machine, and transcription equipment. E
- 12-13. Provide assistance to legal interns and others in the office regarding research and work assignments; assist with special projects including but not limited to rules for appeal of decisions of courts of limited jurisdiction and public disclosure requests as assigned. E
- 13-14. Perform related duties as assigned.

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E denotes an essential function of the job

**KNOWLEDGE AND SKILLS AND ABILITIES:**  
**KNOWLEDGE OF:**

- Organization, principals, functions and activities of a legal department and municipal government.
- Legal office and secretarial procedures and requirements.
- Prosecutorial, police, and court activities, functions, policies and procedures
- Applicable local, State and federal laws, codes, regulations, ordinances, policies and procedures.
- Principles, practices, and procedures of criminal law including court procedures and rules.
- Legal and regulatory procedures.
- Document formatting in accordance with court rule or established practice.



- The Washington State retention and storage guidelines.
- Legal research methodology.
- Criminal law functions of the legal office and municipal court.

**SKILL IN:**

- Preparation of legal documents and correspondence.
- Drafting or preparing legal documents, including correspondence, memos, and court documents.
- Performing legal research and analysis.
- Effectively using computer software, including word processing, graphics, spreadsheet, and Judicial Information Systems applications.
- Reading, interpreting, and applying laws, codes and regulations.
- Maintaining complex interrelated files and records.
- Working independently and under deadlines.

**ABILITY TO:**

- Work independently and under deadlines.
- Communicate effectively both orally and in writing using tact, patience and courtesy.
- Plan, organize, prioritize and schedule work.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, explain and apply rules, regulations, policies and procedures.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Graduation from high school or equivalent. Associates degree in secretarial or legal administrative arts or a related field is preferred.
- Two (2) years of increasingly responsible legal assistant/paralegal experience is required. Municipal legal department or private law firm with the State of Washington is preferred.
- Knowledge of judicial information system databases preferred. This includes but is not limited to SECTOR, Westlaw, JIS, DISCIS, SCOMIS, FORS, JABS and DOL.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Paralegal certification preferred.
- Must pass a criminal background check and fingerprinting process to obtain National Criminal Information Center searches.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Occasional attendance at evening meetings may be required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a

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computer keyboard; seeing to read a variety of materials; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

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Developed: 07/06 M. Mirante Bartolo/S. Johnson  
Updated: 11/12 M. Mirante Bartolo/S. Johnson

# City of SeaTac Salary Survey

**2012**

Position: Paralegal 1

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake			No Match - Prosecuting Attorney does her own paperwork
Bothell	\$ 4,119	\$ 5,237	Legal Assistant
Burien			No Match - Contract for prosecution
Edmonds			No Match - Contract w/Zachor and Thomas
Issaquah			No Match - Do not have in house counsel
Lynnwood			No Match - Contract w/Zachor and Thomas
Marysville	\$ 4,244	\$ 5,688	Police/Legal Confidential Administrative Assistant
Puyallup	\$ 3,754	\$ 4,880	Legal Assistant
Tukwila			No Match - Contract w/Kenyon Disen
University Place			No Match - Criminal contracted to Lakewood
Average	\$4,039	\$ 5,268	
SEATAC	\$3,884	\$4,972	SeaTac Range 44
% SeaTac below market	-3.8%	-5.6%	



## City of Bothell™

CITY OF BOTHELL  
 Established Date: Jan 1, 2010  
 Revision Date: Apr 11, 2011

## Legal Assistant

Class Code:  
3035

Bargaining Unit: AFSCME, Local 3845

### **SALARY RANGE**

\$23.76 - \$30.21 Hourly  
 \$4,119.00 - \$5,237.00 Monthly  
 \$49,428.00 - \$62,844.00 Annually

### **POSITION DESCRIPTION:**

Under general supervision, provides a variety of skilled legal administration functions in support of attorneys in the City Legal Department; manages case files and calendars, and prepares legal and technical documents for assigned attorneys.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Coordinates and performs a variety of professional legal administration duties, and provides case management and litigation support to City Legal Department attorneys; provides information and assistance to participants in the justice system within the scope of designated authority.
- Coordinates and revises court calendars and provides courtroom case support functions as needed; tracks deadlines and processing requirements and advises attorneys of legal timetables and deadlines.
- Creates, updates, maintains, and retrieves case files; logs in and reviews all incoming files from the Court; manages responses to court case discovery demands according to legal deadlines; provides notifications and case information to victims and witnesses within scope of authority.
- Drafts, prepares, files, and maintains various types of legal documents including summons, subpoenas, motions, orders, charging documents, docket notices, and jury instructions.
- Establishes, maintains and updates complex files and case files for criminal and civil cases; manages case files, tracks legal documents, and routes to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information.
- Accesses statewide Judicial Information System database and conducts background checks on new cases; collects and assembles defendant histories; requests certified criminal driving records and driver's licenses for cases as required.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces absolute confidentiality of work-related issues, client records and City information; monitors staff compliance to security procedures and privacy laws, policies and guidelines; performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

Associate's Degree in Legal Assistant or Paralegal studies, or a related field; AND one year of legal administrative experience in Washington State; OR an equivalent combination of education, training and experience.

### **Knowledge of:**

- City policies and procedures.
- Federal and state laws, regulations, codes and written directives.
- Washington State Courts operations, functions, procedures, rules and policies.
- Washington State Administrative Office of the Courts' Judicial Information System computer codes.

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- Principles and protocols for the management of official documents and court records.
- Legal system and law enforcement agency procedures and terminology.
- Principles of record keeping, case files and records management.

**Skill in:**

- Coordinating and performing a variety of skilled legal administrative functions.
- Providing legal administrative support to public sector attorneys and prosecutors.
- Drafting, preparing, filing, and distributing various types of legal documents.
- Working independently, and prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the general public and others seeking information about department functions and activities.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers and local agencies.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Washington State Driver's License may be required. Operator certification for the Washington State Patrol ACCESS (A Centralized Computer Enforcement Service System), and additional technical certifications may be required.

**ADDITIONAL INFORMATION:****PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.

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**City of Marysville  
Job Description**

<b>Job Title:</b>	<b>Police/Legal Confidential Administrative Assistant</b>
<b>Department/Division:</b>	Multiple departments
<b>Reports To:</b>	Varies depending on department
<b>FLSA Status</b>	non-exempt
<b>Union Status:</b>	non-union
<b>Approval/Revision Date:</b>	September 2008

**POSITION SUMMARY**

This position provides complex and confidential administrative and secretarial support to managers and supervisors in assigned department. The nature of the work performed by this class is highly confidential and follows established procedures and general directions; incumbents operate independently and apply established guidelines and alternatives to make routine judgments and decisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Other duties may be assigned as needed.*

1. Acts as department liaison when dealing with the public and other agencies, inquiring as to manner and urgency of business; answers questions and handles general problems as appropriate exercising discretion as to information released to various parties.
2. Composes and/or takes dictation, transcribes, types, reviews, and proofreads a variety of correspondence, memoranda, reports, contracts, legal documents, meeting minutes, and other documents.
3. Prepares department's accounts payable and receivable for processing by the Finance Department.
4. Compiles and assembles information into reports for presentation to appointed and elected officials.
5. Coordinates arrangements for meetings, including reserving space, contacting participants, preparing agendas, taking minutes, and handling follow-up procedures.
6. Plans, organizes, maintains comprehensive and confidential departmental records and information systems.

***In addition to the essential duties listed above, this position also performs the following essential duties specific to the department/division assigned.***

When assigned to the Police Department:

1. Processes training requests and makes travel arrangements as needed.
2. Provides support during pre-employment background investigations, including transcribing notes from preliminary interviews, preparing applicant files for review, arranging pre-employment polygraph, physical examinations and psychological screenings, and preparing and updating employee orientation manuals.
3. Processes, updates, and maintains a variety of confidential records pertaining to internal investigations, review boards, and personnel files; processes and transfers confidential and administrative records to archives; removes and destroys records according to legal retention requirements.

When assigned to the Legal Department:

1. Provides customer service on the telephone or in-person to City staff, retained attorneys, prosecutors, public defenders, and the general public.
2. Prepares calendars for the city Prosecutor; monitors legal deadlines.
3. Prepares and maintains case files; examines legal documents to assure that necessary legal steps and points have been covered and that deadlines are met.
4. Coordinates arrangements for witness appearances at trials and hearings; schedules interviews with victims, witnesses and police officers.

**KNOWLEDGE, SKILLS AND ABILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge of:**

- Modern business office practices.

When assigned to the Police Department:

- Basic law enforcement functions, operations, and practices.
- Laws pertaining to police records management.

When assigned to the Legal Department:

- Criminal law terminology; legal forms and documents and their processing.
- Criminal court procedures and rules.
- Laws pertaining to legal records management and retention.

**Ability to:**

- Type 60 wpm.
- Take and transcribe minutes at various public meetings.
- Organize and maintain comprehensive and confidential departmental records.
- Operate basic office machines such as fax, postage, and copy machines.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and database software applications.
- Operate specialized software applications that support the law enforcement function.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- Communicate effectively, orally and in writing.
- Maintain confidentiality of business, personnel and/or legal records, and other information.
- Perform several tasks simultaneously while maintaining accuracy of information and meeting deadlines.

**QUALIFICATIONS**

*A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.*

**Experience:**

When assigned to the Police Department:

Minimum two years experience as an executive level administrative assistant. Experience in a law enforcement environment is desirable.

When assigned to the Legal Department:

Minimum two years legal office experience at a level which provides sufficient training and knowledge to perform administrative and technical duties. Experience in a criminal law office is desirable.

**Education and Training:**

High school diploma or GED is required. Associate of Arts degree with legal, administration or secretarial science coursework is preferred.

**Licenses or Certificates:**

- Possession of, or ability to possess within three months of hire date, a Notary Public license.
- Possession of, or ability to possess within six months of hire date, a Washington State Driver's License is desirable.

**Other:**

- Must be able to successfully pass an extensive background check.

When assigned to the Police Department:

- Must be able to successfully pass a polygraph exam.
- Must be at least eighteen years of age.
- Must not have been convicted of a felony offense.

**PHYSICAL DEMANDS / WORKING CONDITIONS**

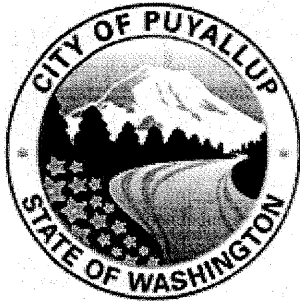
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.*





## Legal Assistant

Class Code:  
106

Bargaining Unit: NON-REPRESENTED

CITY OF PUYALLUP  
Established Date: Nov 30, 1991  
Revision Date: Feb 27, 2012

### SALARY RANGE

\$21.66 - \$28.15 Hourly  
\$3,754.00 - \$4,880.00 Monthly  
\$45,048.00 - \$58,560.00 Annually

### DEFINITION:

The employee in this classification is qualified through education, training and work experience to perform a variety of complex, confidential, legal assistant duties in the office of the City Attorney. The employee performs projects that require considerable professional administrative skills and attention to detail. The employee performs in a capacity that involves the execution of specific legal work requiring extensive knowledge of legal concepts that, absent such assistant, the City Attorney, or prosecution staff, would perform the tasks. Work is performed in an office setting, but project assignments could involve any of the City's work sites and/or community settings. Position requires independent judgment and a high degree of discretion to coordinate all activities of a major program or project. Employee confidentiality is essential to the position.

### ESSENTIAL FUNCTIONS:

Duties vary by position assignment with incumbents generally performing a combination of several of the following duties:

- Maintains and updates law library, performs legal research and assists City staff in researching questions;
- Interviews callers, exercising considerable judgment and applying experience and expertise in making decisions; provides information including legal information, but not advice in accordance with established procedures and policies;
- Screens and routes department incoming correspondence indicating action required;
- Composes and types a variety of legal letters, reports, and memoranda including material of a confidential nature; maintains a variety of confidential information, complex files and records; transcribes machine dictation;
- Acts as office manager; supervises, trains and evaluates work performance of department clerical staff;
- Monitors work flow, prioritizing and assigning work as necessary;
- Uses computer, associated software programs, and other office equipment as required;
- Maintains budget and books to provide accurate information on department accounts;
- Coordinates meetings and travel arrangements.

In addition to the above, the duties listed below are also considered essential for positions in the following assignments:

### **Civil:**

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- Relieves the City Attorney and Assistant City Attorney of administrative tasks.
- Composes and drafts ordinances and resolutions, municipal and superior court pleadings, agreements and contracts.

***Criminal:***

- Provides administrative support to assist City prosecution in preparation for court appearances to prosecute Municipal Court cases.
- Reviews citations and creates case files, drafts amended complaints and reviews case reports.
- Prepares jury instructions and subpoenas and handles routine discovery requests.
- Provides City prosecution with required documents and case files.
- Maintains calendar system for open criminal cases including appeals.

Performs other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Knowledge varies by position assignment with incumbents generally requiring knowledge of the following:

- Legal terminology, forms and publications;
- Washington State court rules and deadlines;
- Legal law office management principles and procedures;
- Principles of municipal law and public administration;
- Supervision and training of clerical employees;
- Legal research and legal writing;
- Business English, math and letter composition;

In addition to the above, knowledge of the subsequent areas are required for the positions in the following assignments:

- *Civil:* Real property procedures including foreclosures and liens.
- *Criminal:* Municipal Court operations and basic municipal criminal codes. Activities, functions, and policies and procedures of prosecution, police, and municipal court. Legal forms and pre-trial/trial procedural requests.

**Ability to:**

- Interpret legal documents, policies, ordinances and Municipal Code;
- Perform legal research;
- Maintain confidentiality of sensitive and confidential materials;
- Work independently from general instructions;
- Work effectively and courteously with City employees, officials, the public and personnel from other agencies;
- Understand and follow oral and written instructions of a complex nature;
- Plan, organize, use problem solving and decision making skills;
- Manage administrative duties in a timely manner while maintaining accuracy and attention to detail;
- Maintain knowledge of court and office policies and procedures.

**Education and Experience:**

Bachelor's degree in related field, or Certification of Completion from a Legal Assistant program from an American Bar Association accredited school, and two years of legal assistant experience; or six years of increasingly responsible legal assistant experience.

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**PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:**

Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas; standing may be extended at times while working at the front counter. Occasional lifting/carrying up to 30-pound file boxes, documents, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasional driving, climbing step stools, ladders and stairs. Works indoors in an office environment with low noise levels.

**SUPERVISION:**

Work is performed under the general direction of the City Attorney. The Legal Assistant is responsible for the supervision of clerical help.

**SPECIAL QUALIFICATIONS:**

- Working knowledge of computer office skills on IBM/PC systems; MSWord preferred; data base management system experience preferred. Working knowledge of CD LAW legal research desirable.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State Driver's License.

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