The City Beautiful

City of Coral Gables
Job Description

Job Title: Assistant to the Deputy City Attorney
Department: City Attorney
Classification: 0048
Pay grade: 17 E
FLSA: Non-Exempt

Prepared Date: 4/2015
Approved By: City Attorney's Office
Human Resources Department

Summary
Performs administrative support work in the City Attorney's Office. Work involves assisting the Deputy City Attorney and Assistant City Attorney(s)

Essential Duties and Responsibilities
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Deputy City Attorney and Assistant City Attorney(s) on a daily basis.

Ensures timeliness and quality of clerical tasks and projects.

Handles mail, phone calls and calendar for the Deputy City Attorney and Assistant City Attorney(s).

Receives and records information that may include legal correspondence, pleas, briefs, legal opinions, contracts, resolutions, ordinances and affidavits of a confidential nature.

Sorts, separates and disseminates correspondence, file s documents, and may assist in formatting or drafting routine legal inquiries.

Prepares, maintains and distributes a variety of reports.

Performs clerical functions, which may include typing, filing, pleadings, letters and dictation.

Assists locating and retrieving documents or cases, statutes and other legal authorities as requested.

Assist maintaining case dockets, entering the status/disposition of cases and completing basic legal forms.

Researches and assists with compiling data for completion of basic legal forms and documents.

Assists scheduling meetings, hearings and depositions, conference room and appointments for legal staff.

Assists with prosecution of Code Enforcement-related matters.

Assists the City Attorney, Deputy City Attorney and Assistant City Attorney in preparation for City Commission meetings and meetings of boards and committees.

Assists in planning and executing training sessions.

Assist with fulfilling public records requests.

Assists in clerical duties relating to outside counsel.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, systems, equipment and records format. Ability to maintain complex records and prepare reports. Ability to operate computer and other office equipment. Ability to work independently and make decisions. Ability to establish and maintain effective working relationships with supervisor, other co-workers, and the general public. Ability to communicate effectively with management, co-workers, the public, and City Officials. Written, organizational and oral communication skills required. Skills in Microsoft Word, Excel, Outlook and Windows.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School diploma or its equivalent and considerable (5 years) legal clerical experience involving public contact in a customer service environment.