



## City of Irving Job Description

### Executive Legal Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	City Attorney's Office
<b>Job Code:</b>	2332	<b>Reports To (Job Title):</b>	Legal Services Supervisor

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#### PURPOSE

To perform advanced administrative, legal assistant, and clerical duties in support of the City Attorney, Deputy City Attorney, and the City Attorney's Office.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Perform specialized work that requires knowledge of the preparation and processing requirements of legal documents, legal terminology, civil procedures and discovery, sources of law, and the court system.
- Format, proofread, and prepare legal documents and reports for which knowledge of legal terminology, civil procedures, and discovery is required, along with other types of correspondence, memos, and reports.
- Manage and assist with City Attorney's, Deputy City Attorney's, and attorneys' calendars and the scheduling of meetings, hearings, and training, which includes registering attorneys for continuing legal education events, arranging travel and hotel, and preparing expense reports; also, reserve meeting rooms, including City Attorney's Office (CAO) conference room.
- Perform personnel duties (approve/enter payroll; maintain departmental personnel records; prepare position control requests, new hire/rehire authorizations, intern paperwork, and P2/P4 forms).
- Assist and coordinate the preparation and development of the CAO annual budget, management of the budget through the fiscal year, and monitor performance to budget.
- Maintain and manage CAO contract management files, including setting up new files, review and process incoming invoices (including invoices from outside counsel), update electronic databases, and ensure that files are ready for internal audits.
- Serve as web editor for CAO's webpage and primary department designee for iAlert database and IrvingLIST; serve as main contact person for departmental IT issues.
- Assist attorneys in preparing for mediations, hearings, trials, meetings, training, and seminars.
- File legal documents with courts and other agencies, including electronic filing when available.
- Support litigation team, which includes maintaining files and closing cases; also provide case management assistance, tracking of litigation, and inventorying and archiving of closed litigation files.
- Perform administrative duties, such as: receiving and screening visitors and telephone calls, as well as, providing information and assistance to the public and city management and employees, which includes scheduling appointments, answering procedural questions, and conveying messages to attorneys.
- *As assigned*, train others on CAO office procedures and/or act as backup for the Legal Services Supervisor.
- Utilize computer equipment and software to produce legal documents and correspondence; also, operate standard office equipment such as calculators, copy machines, facsimile machines, and scanners.
- Assist with Code Enforcement Summit when hosted by the CAO.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Demonstrate proficiency in data management software.
- Maintain professional interaction with clients.
- Be familiar with certain court procedures.
- Demonstrate the ability to coordinate with multiple attorneys and meet deadlines.
- Notarize documents as needed.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Ordering supplies and furniture, as well as, working with the Building and Equipment Services division on costs of renovations to department offices. Additionally, this position handles CAO budget transfers and is the primary main administrative position assisting with preparation of the departmental budget.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in a closely related field.

### **EXPERIENCE**

- Three (3) years of increasingly responsible, related experience, including at least two (2) years of experience as a legal secretary.
- Litigation support experience is *preferred*.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- State of Texas Notary certification.

### **KNOWLEDGE OF**

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

## **SKILLS AND ABILITIES IN**

- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Writing: Communicating effectively with others in writing as indicated by the needs of the audience.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Information Ordering: Correctly following a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
- Wrist-finger Speed: Making fast, simple, repeated movements of the fingers, hands, and wrists.
- Near Vision: Seeing details of objects at a close range (within a few feet of the observer).
- Speech Recognition: Identifying and understanding the speech of another person.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Number Facility: Adding, subtracting, multiplying or dividing quickly and correctly.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

This position interacts with other city personnel, including key support personnel, managers, and directors; also, residents, attorneys, outside counsel, and attorneys and staff at the State Bar of Texas, other municipalities, professional organizations, and outside agencies.

## **EQUIPMENT AND PROPERTY**

This position utilizes a personal computer, copier with fax and scanner, label makers, calculators, and microfiche reader printer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen, see, sit, talk, and walk. Frequently, s/he is required to reach. Occasionally, s/he is required to carry, lift up to 10 pounds, stand, and stoop. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is low.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.