



## City of Lake Oswego, Oregon

### Job Description

#### LEGAL ASSISTANT

**FLSA Status: Non-exempt**

**Union Representation: Non-represented**

**Salary Grade: 531**

**Job Code: 1075**

#### Class Summary

Under the direction of the City Attorney, performs paralegal, secretarial and administrative support tasks for the City Attorney's Office. Serves as Office Manager and is responsible for organizing and supervising the administrative activities of the City Attorney's Office. The Legal Assistant is classified as a confidential employee.<sup>1</sup>

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises administrative support staff and support activities of the City Attorney's Office to ensure City goals and objectives are met. Participates in hiring decisions and plans, schedules, assigns, supervises and evaluates work. Provides opportunities for development training and performance coaching to staff. Conducts performance evaluations. May also provide lead direction to other department support staff or volunteers.
2. Drafts and prepares appellate, trial and administrative hearing level pleadings, briefs, memorandums, affidavits, and correspondence related to civil or criminal cases.
3. Prepares routine ordinances, resolutions and findings for City Council. Coordinates special ordinances and findings preparation (with respect to information gathering, review and initial drafting) with attorneys and city staff.
4. Manages municipal code; creates, tracks and publishes city's legislative code changes using CodeMaster database program. Updates city Code website.
5. Provides legal secretarial duties, such as: scheduling, calculating mandated timetables, drafting and preparing legal documents and correspondence including memos, letters, statistical information and travel requests.
6. Coordinates the legal documentation and closing aspects of the land acquisition process, including initial drafting of contracts, deeds, earnest money agreements and options to purchase. Reviews

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<sup>1</sup> "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. ORS 243.650

property documentation, including research to determine property ownership and condition of title. Reviews acquisition documents for accuracy, appropriateness and completeness. Obtains necessary mortgage and lien releases and arranges for escrow closings.

7. Provides liaison with individuals, defense attorneys and court personnel regarding trials. Prepares municipal court cases for prosecution; notifies and cancels witnesses for trial; orders certified documents for trial; responds to discovery requests; and notifies witnesses of status of cases.
8. Coordinates development and ongoing maintenance of the budget. Prepares department budget and support documents. Gathers information on costs of material, equipment, personnel and fringe benefits. Prepares draft and final budget documents.
9. Answers inquiries over the telephone and in person. Provides information on City, department policies, procedures and city ordinances.
10. Processes purchase orders and requisitions for assuring proper approvals, coding and records. Monitors budgeted funds and tracks and analyzes expenditures throughout the year. Makes recommendations regarding budget changes.
11. Prepares initial draft of reports and summaries of pending and closed litigation and tort claims for use by City Council, City Manager, and city's Auditor.
12. Reviews and organizes all documentation pertaining to tort claim cases and litigation files.
13. Responsible for service and filing of legal documents upon parties and courts.
14. Conducts paralegal research by utilizing a variety of legal resource books and databases.
15. Maintains law library. Updates computerized legal research program and orders periodicals, law books and other requested materials.
16. Establishes and maintains files and records, including City Attorney Opinions.
17. Serves as Deputy City Recorder and provides backup support to City Recorder relating to election filings, initiative petitions, etc. Types ballot titles and measures.
18. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Municipal government knowledge or experience desirable. Legal support experience in a criminal justice environment is highly desirable.
- Investigatory and problem solving techniques.
- Effective supervisory practices and techniques.
- Thorough knowledge of modern office methods and procedures; business letter writing and forms.
- Working knowledge of rules and procedures governing civil and criminal courts and public agencies.
- Working knowledge of bookkeeping and the ability to prepare and maintain financial records, and budget preparation.
- Advanced secretarial skills including legal terminology, document preparation and methods for citation of laws and cases within legal documents.
- Working knowledge of methods, terminology, documents and techniques associated with real estate practices, transactions and closing process.
- Advance knowledge of word processing, database, spreadsheet and computer-aided legal research software.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Plan, schedule, assign, supervise and evaluate the work of subordinate employee(s).
- Provide effective training to employee(s).
- Apply standard office practices and procedures to improve efficiency and effectiveness.

- Establish effective working relationships with employees, attorneys, vendors, representatives of other governmental agencies and the public.
- Occasionally deal with distraught or difficult individuals.
- Apply state and city codes and ordinances.
- Organize projects and materials.
- Identify procedural problems.
- Research and draft accurate and complete documents.
- Maintain the confidentiality of sensitive materials.
- Carry out assignments with minimal direction and performing effectively under strict time constraints and other stressful circumstances.
- Establish and maintaining filing systems.
- Use correct English, spelling, grammar and punctuation.
- Type a minimum of 60 words per minute.
- Operate standard office equipment such as transcriber, typewriter, computer equipment and facsimile machines.
- Use various computer applications such as word-processing, spreadsheets and electronic research database systems.
- Make arithmetical calculations with speed and accuracy.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and five years of progressively responsible work in a legal environment preferably in municipal government, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Completion of a Legal Assistant or Paralegal program through an accredited college or business school may be substituted for two of the five years.

### **Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Notary commission from the State of Oregon is required.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*