CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Legal Assistant - Criminal and Civil** **E-PLAN SG:E1-7**

DEPARTMENT: **Legal** **CS:N FLSA:Y EEO4CODE|SOC:AS|43-6012**

JOB SUMMARY:

Responsible for performing office management duties and providing direct administrative support and assistance to the staff in the criminal and civil divisions of the City Attorney's Office. Performs technical and clerical tasks, while applying policies and procedures of the Legal Department, Police Department, Municipal Court and other courts. Provides information to the public, opposing counsel, victims related to criminal prosecution, and City Departments. Maintains records and computer databases. Applies rules and regulations specific to this area of work, including maintaining confidentiality and meeting public records requirements.

SUPERVISORY RELATIONSHIPS:

Reports to the City Attorney. Receives day-to-day oversight and direction from the Lead Prosecutor and Assistant City Attorneys as related to their area of assignment. Work is performed under general supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Prepares files for court calendars, routes documents, and maintains filing systems to include: creating, organizing, updating, indexing, maintaining, and purging files; and preparing records for archival transfer.

2. Collates, copies and processes files, documents, forms, notices, and court orders for all aspects of criminal prosecution including discovery and record retention.

3. Develops and maintains an accurate and timely record-keeping system or database for the civil and criminal division.

4. Data entry, and online search of computer databases for information and records. Maintains confidentiality of information and records.

5. Responsible for preparing and sending out subpoenas to witnesses and officers, as well as tracking of subpoenas to insure service. May assist in location and coordination of witnesses and officers.

6. Serves as liaison with clients or staff in other departments, agencies, or jurisdictions.

7. Develops clerical procedures, routines, forms, and record-keeping systems. Instructs others in such procedures and coordinates workflow to avoid duplication of work.

8. Receives and directs visitors and phone calls.

9. Works with other related offices, agencies, and personnel to facilitate the smooth flow of information.

10. Assists Legal Administrative Assistant with fulfilling public records requests, including review of Computer Assisted Dispatch Reports, 911 calls, and Fire Incident Reports, and making redactions to records exempt from disclosure under the Public Records Act. Assigns agenda bills to Senior Assistant Attorneys.

11. Assists Paralegal and Claims Coordinator with claims and litigation support, including discovery and trial preparation, service of pleadings, and filings with courts and agencies.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Legal Department program procedures, policies, terminology, and related regulations.
- Court filing procedures, court notice requirements, and court process generally.
- Office practices, procedures, and standard equipment.
- Business English composition, alphabetical filing, spelling, punctuation, and grammar.

Skill in:
- Basic math, including the ability to add, subtract, multiply, and divide with accuracy.
- Using software programs, including word processing and spreadsheets, database management, public records requests portal, agenda bill scheduler, and redaction tools for audio and written records.
- Communications with City staff, the general public, and other agencies using courtesy, tact, and good judgment in order to provide clear explanations of departmental policies, procedures, and practices.

Ability to:

- Interpret and apply program/department information in making work decisions or in providing information to others.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Establish and maintain varied and detailed computerized filing and recordkeeping systems.
- Work quickly, accurately, and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions and high-volume workload.
- Maintain confidentiality of all sensitive information.
- Multi-task with attention to detail.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, copier, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Remain stationary for long periods of time;
    - Move between work sites;
    - Occasionally transport objects weighing up to thirty (30) pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works around standard office equipment. May work in an office with frequent public contact. Possibility of exposure to hostile and offensive language from interactions with the public. Work can have deadlines and be stressful at times and requires ability to handle stress while continuing to function at a high level.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or GED required.
- Word processing skills required.
- One year of experience working in an office environment with demonstrated clerical responsibilities highly preferred.
- Associate degree or vocational training in the legal field highly preferred.
- Experience in the criminal justice system and civil law is highly preferred.
- Keyboard entry skills at a minimum of 65 wpm highly preferred.
- Three years of progressively responsible legal support experience is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, local background check, and fingerprinting. Subject to re-check every five years.

PREPARED BY: Joan Hoisington
01/2011

REVISED BY: A. Sullivan
6/21
A Marriner
J. Steele
A. Henshaw
J. Honga
6/24

REVIEWED BY: _____

Alan Marriner,
City Attorney