

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 146**

**LEGAL ASSISTANT**

**GENERAL**

Responsible for the performance of confidential and varied clerical and secretarial duties and for public contact work. Independence of action is exercised in the disposition of routine work matters, disseminating information, receiving complaints or other public contact work. Work is performed in the City's Attorney office under the direction of the City Attorney.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Acts as receptionist and legal secretary for the department.
- Functions as liaison to City personnel, the public, officials, and visitors.
- Notarizes official documents.
- Organizes work, establishes priorities, follows progress, and reports back if there are problems and updates Code books, etc.
- Sorts and records incoming mail and interoffice communications and files documents in appropriate files including keeping log of all municipal prosecutions filed on a yearly basis.
- Coordinates and schedules meetings, conferences, appointments, court hearings, etc. for attorneys and processes all materials for meetings, etc.
- Takes and transcribes specialized and complex dictation from attorneys.
- Keeps legal calendar and other calendars for timely filing of matters (responsive pleadings, etc.) and keeps check on pending cases to avoid delay or default in filing pleadings; maintains a court docket; maintains attorneys' diaries.
- Responds to telephone and personal inquiries from other departments and from the public; refers questions to appropriate departments.
- Obtains information from state departments and other legislative information.
- Sets up, organizes, and maintains a filing system for active and inactive litigation and municipal files.
- Retrieves information and records from all City departments.
- Keeps time and attendance records.
- Maintains accounting, payroll, and other department bookkeeping records.
- Processes purchase orders for the department.
- Orders new materials, updates, and supplements.
- Purchases and assumes responsibility for purchasing of office supplies and reprinted forms.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern law office practices, methods, and procedures.
- Knowledge of legal terminology, spelling, punctuation, and grammar.
- Knowledge and awareness of current legal issues.
- Knowledge of numerous legal forms, instruments, documents, and pleadings.
- Knowledge of the scope of the various courts and their respective rules.
- Work requires the application of knowledge of legal methods, requirements, and terminology in meeting a variety of work problems.
- Skill in taking dictation in shorthand and ability to transcribe such material accurately and effectively.

- Skill in drafting and giving presentations in court.
- Skill in organizing, gathering, and digesting information.
- Ability to develop and maintain effective departmental and public relations for the Legal Department Office.
- Ability to organize, prioritize, and multitask in a busy legal environment.
- Ability to develop a sense of discretion and awareness of confidentiality.
- Ability to draw up complex legal forms and documents.
- Ability to perform routine legal research and assist in the review and correlation of pertinent data for specific cases.
- Ability to understand and follow complex oral and written instructions.
- Ability to remember cases and citations in general terms.
- Ability to handle routine administrative details independently.
- Ability to work independently with minimal supervision.
- Ability to make decisions recognizing established procedures and practices.
- Ability to draft proposed legislation into language acceptable to a court or governmental legislative body.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in legal stenography and business practices. Considerable experience in performing clerical and secretarial duties in a legal office.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to sit for long periods of time while using a computer. Occasionally required to lift heavy objects.

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

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate license and an acceptable driving record.

**Rev.** 10/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Classification:** 23/50

**Location:** City's Attorney Office

**GERS:** Regular Class