Job Description

Job Title:	Legal Specialist - Legal	Classification:	Classified
Department:	Legal Services	Grade:	160
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of technical legal work including drafting of documents, reports, letters, and other legal activities. Provides administrative support required for the City Attorney and Assistant City Attorney.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists preparing legal contracts, deeds, and other detailed or complex documents.
2. Prepares council bills and resolutions.
3. Reviews and maintains liability and workers' compensation claims files.
4. Prepares legal letters, as well as Federal and State required reports.
5. Oversees preparation and maintenance of legal records and filing systems.
6. Assists with budget preparation; compiles financial reports; prepares purchase orders and requisitions.
7. Assists customers and City staff with legal matters.
8. Orders and maintains office supply inventory; maintains calendars for the Legal Services office; schedules appointments as needed.
9. Interacts professionally with City staff, the City Council, and others.
10. Contributes effectively to the Legal Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Assists with seminar and conference registrations/accommodations and travel expense reimbursements.
- Answer telephones; serves as office manager for the City Attorney and Assistant City Attorney.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General office management principles and practices; ordinances, policies, and procedures; various software programs and computer skills; use of the Internet for information and research; basic research, analysis, and problem-solving techniques and practices; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with officials, department directors, City employees, government officials, and the public; understanding and interpreting complex laws, rules, policies and procedures; maintaining record management systems; organizing and coordinating variety of administrative projects and activities; researching, analyzing, and recommending solutions to issues involving practices and procedures; researching, analyzing, and referring questions involving citizens to appropriate department or agency for resolution; working under pressure to meet deadlines as a result of having competing priorities; operating variety of office equipment including computers, transcription machines, copiers, telephone, FAX machines, and calculators; Microsoft Office Suite.

Education: Graduation from high school or GED equivalent and coursework in business, computer research, and software applications.

Experience: Five years full-time work experience including three years in a law or similar office environment is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	