

Title: Legal Assistant

Job Code: 1245

Pay Range: 533

FLSA Status: Non-Exempt

Employee Group: Non-Represented

Established: 2/07

Revised: 9/12, 4/14

EEO Category: Administrative Support

CLASSIFICATION DESCRIPTION

Jobs assigned to this classification provide a variety of highly skilled and confidential clerical and or administrative assistance to legal counsel in the Office of the Metro Attorney. In addition to highly skilled administrative support, the legal assistant classification supports attorneys by performing legal research, proofing and editing legal documents for spelling, grammar and readability.

DISTINGUISHING FEATURES

This is a single classification within the Office of the Metro Attorney.

DUTIES AND RESPONSIBILITIES

1. Performs receptionist and clerical duties by screening callers and visitors and referring them to appropriate staff members or departments; receives, sorts and distributes mail; responds to the public regarding standardized information about Metro and its programs; and acts as department contact to receive, communicate, exchange, correct or verify information.
2. Operates a variety of office equipment including word processing software, copying machines, and calculators to create and maintain a variety of non-complex records, reports, files and systems.
3. Maintains office supplies and equipment; collects, organizes, compiles and tabulates data and information within established guidelines; reviews and prepares uncomplicated data for computer input; and prepares and processes a variety of forms, information and records.
4. Performs general secretarial duties including scheduling meetings, compiling agendas and making appointments and travel arrangements; responds to verbal and written inquiries independently based on established information and knowledge of assigned work area; and attends meetings to record, produce and distribute minutes.
5. Keyboards correspondence, reports, tables, envelopes and forms from brief instructions, handwritten or printed copy, or notes.
6. Maintains primary department files and records in electronic and hard copy formats, retrieves, compiles and reports information as requested.
7. Provides direct secretarial and administrative support to the Metro Attorney, Deputy Metro Attorney, and professional attorneys in the Office of the Metro Attorney. The classification coordinates office operations; maintaining supervisor's calendar; develops and maintains office procedures and standards; and assists with administrative tasks involving personnel, budgeting and accounting.

8. Composes detailed letters and produces reports from brief instructions or notes. Verifies, edits and formats documents and correspondence that can include confidential and proprietary information; compiles and reports on data from a variety of sources including performance of established statistical calculations; and maintains department budgets, payroll records, supply inventories, and financial, accounting and expenditure records.
9. Arranges, staffs and coordinates committee, commission and outside agency meetings; makes out-of-town reservations for conferences, transportation, and lodging for department staff.
10. Monitors legal case timelines and deadlines and advises attorneys of pending deadlines.
11. Prepares, reviews, monitors and processes a variety of documents including personnel action forms, contracts, budgets, legal documents and Metro code based on knowledge of legal requirements and supervisor's general directions.
12. May coordinate department administrative staff.
13. Conducts special or periodic studies or projects independently by gathering and compiling data and preparing reports, documents and data displays.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- High school diploma or G.E.D. and
- Four years of progressively responsible administrative and secretarial experience in a legal office or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Legal work methods, practices and statutes and laws as they relate to real estate and land use
- Perform complex land and real estate legal research
- Develop, analyze and report on a variety of related documents
- Work effectively with staff and other professionals in a sometimes stressful environment
- Organize and manage multiple projects
- Use of discretion and decision-making
- Interpersonal and customer service skills, and teamwork
- Creative
- Read, write, speak and understand English
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier

SUPERVISION RECEIVED**SUPERVISION EXERCISED****RELATIONSHIPS/CONTACTS**

Inside the organization works with all staff engaged in the acquisition and management of property. Outside the organization, works with a variety of individuals such as title and escrow companies, real estate attorneys, environmental consultants and municipal and county agencies.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**WORK ENVIRONMENT**

Duties are performed in an office setting and outdoors. Individuals assigned to this classification are exposed to toxic materials and chemicals normally found in an office environment and to the hazards of walking on unimproved land or areas where toxic wastes or derelict buildings are found. Travel, evening meetings and extensive overtime may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.