



**City of Klamath Falls**

**Position Description**

Position: Executive Legal Assistant	Group: Non-represented
Department: City Administration	FLSA: Exempt
Evaluated by: City Attorney	Salary Grade: 119

**Summary**

Under direction of the City Attorney, provides increasingly responsible administrative assistance to the City Attorney and other professional staff as assigned. Confidential and complex administrative work requiring some specialized knowledge and involving broadly defined policies and procedures and administrative support. The Executive Legal Assistant acts in a confidential capacity to management staff who formulate, determine, and effectuate policies in the areas of City Code, City Charter, Municipal Court, collective bargaining and other confidential items. Performs related duties as required.

**Distinguishing Career Features**

Executive administrative support functionary for confidential items from the City Attorney. This position may be preparatory for City Recorder or a similar position.

**Essential Duties and Responsibilities**

- Schedules appointments and assists in maintaining meeting room schedules. Manages the City Attorney’s calendar and assists other professional staff as assigned.
- In coordination with the City Recorder, manages and maintains the Administration Division file system ensuring compliance with all state and federal regulations for retrieval and retention. Responsible for citywide indexing, scanning and quality control to ensure document accuracy for retention and research purposes.
- Receives and screens visitors, telephone calls, email and mail correspondence. Provides information and assistance as appropriate. Refers to appropriate City or other agency departments.
- Prepares written material including confidential correspondence, memoranda, reports, and documents in preparation for the City Attorney, municipal court matters, union negotiations and other confidential matters; makes copies of documents or other printed materials as needed.
- Assists the City Attorney by preparing necessary forms and drafting basic legal documents using proper procedures required by statutes and rules of court.
- Compiles, organizes, tracks, records and distributes a variety of materials and/or data.
- Maintains office supply levels and advises appropriate party of necessary purchases.
- Provides back up and peak office coverage for others as directed.

- Supports various City sponsored boards and commissions with minute taking, agenda preparation, and staff support as assigned.
- Other duties as assigned.

## **Qualifications**

### **▪ Knowledge and Skills**

Microsoft Office Suite. General principles of public organization and administration; advanced administrative principles and practices; correct English usage in both verbal and written communication; the use of personal computers and relevant software. Office practices, policies and procedures; business math; and alphanumeric filing systems. Legal terminology, legal forms and documents, basic real estate terminology and transactions, or the ability to learn and understand.

### **▪ Abilities**

Interact effectively with the public and employees; exercise diplomacy and tact; demonstrate exceptional verbal and written communication skills; understand the organization and operation of the City and outside agencies as necessary to perform assigned responsibilities; coordinate a variety of duties in an organized and efficient manner; interpret and apply City policies; work independently in the absence of specific instruction, and use good judgment to make decisions appropriate to level of responsibilities; compile and maintain complex and extensive records/files; maintain proper confidentiality. Ability to proficiently type/keyboard.

### **▪ Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

### **▪ Education and Experience**

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying; typical education would include an Associate of Arts Degree with major work in clerical, administrative assistance, and computer/word processing courses; public relations, personnel, public administration or related field.

### **▪ Licenses and Certificates**

Will consider licenses and certificates relative to the position. Requires a notary license or the obtainment of one within the first year of employment. Requires a valid Oregon driver license or the ability to obtain within three months of hire date.

### **▪ Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are performed in a well-lit, temperature-controlled office environment. The noise level in the work environment is usually quiet.

### **▪ Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.