



respect - Communication - Integrity - Teamwork - family

**EXECUTIVE ADMINISTRATIVE ASSISTANT/LEGAL
SECRETARY - CONFIDENTIAL**

DEPARTMENT/DIVISION: Administration

GRADE: NR-7

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2016

SUMMARY

Under direction of the Management Assistant to the City Manager, provides increasingly responsible secretarial assistance to the City Manager, City Attorney and other professional staff as assigned. Including confidential and complex secretarial work requiring some specialized knowledge and involving broadly defined policies and procedures and legal secretary work. The Executive Assistant acts in a confidential capacity to management staff who formulate, determine and effectuate management policies in the area of collective bargaining. Performs related duties as required.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Schedules appointments and assists in maintaining building meeting room schedules. Manages the City Manager'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.

Receive and screen visitors, telephone callers and mail. Provide information and assistance as appropriate.

Take dictation and transcribe daily written material including confidential correspondence, memorandums, reports, and documents in preparation for Union negotiations.

Types a variety of documents, including routine correspondence and forms, legal documents, reports, makes copies of documents or other printed matter as needed.

Assist the City Attorney with the review legal documents and identify inaccuracies or omissions; prepare necessary forms, draft basic legal documents using proper procedures required by statutes and rules of court;

Types a variety of reports and legal documents for which knowledge of legal terminology, civil procedures and discovery is required.

Assists City Attorney with notices of tort claims, general property claims, and miscellaneous claims. This may include: the investigation, filing, tracking, monitoring and receipting in funds received for such claims.

Reviews and/or approves legal documents for recordation or disposition

Compiles, organizes, tallies records and distributes a variety of materials and/or data.

Maintains office supply levels and orders supplies or advises appropriate party of necessary purchases.

Provides back up and peak-load coverage for others as directed.

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

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or 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, secretarial, and computer/word processing courses; public relations, legal secretary or legal assistant course work, personnel, public administration or related field.

Desired:

Experience with the following software packages: Corel Word Perfect and Microsoft Office Suite including Excel, Word, Access and Power Point, document imaging software, and survey programs.

LICENSE/CERTIFICATIONS

Valid Oregon Driver's License.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

General principles of public organization and administration; advanced secretarial 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, legal practices and procedures, litigation, legal calendaring, law library; basic real estate terminology and transactions.

Skill in:

Keyboarding and data entry. Legal research.

Ability to:

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 assume assigned responsibilities; coordinate a variety of duties maintaining organization and efficiency; interpret and apply City policies; work independently in the absence of specific instruction, and use good judgment to make decisions appropriate to this level of responsibilities; compile and maintain complex and extensive records/files; maintain proper confidentiality. Ability to type sixty (60) words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

