



Executive Administrative Assistant/Legal Assistant
Confidential

DEPARTMENT/DIVISION: Administration

GRADE: NR-7

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: June 2018

SUMMARY

Under direction of the City Manager or his/her designee, provides increasingly responsible administrative assistance to the City Manager, 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 legal administrative support. The Executive 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.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Schedules appointments and assists in maintaining 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.
- 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 Manager, 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, including notices of tort claims, general property claims, and miscellaneous claims.
- Reviews legal documents for recording or disposition.
- Compiles, organizes, tracks, 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 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.

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, administrative assistance, and computer/word processing courses; public relations, paralegal or legal assistant course work, personnel, public administration or related field.

Desired:

Experience with the following software packages: 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 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, legal practices and procedures, litigation, legal calendaring, law; 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 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 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-lit, temperature controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer (EOE). 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.