

MAJOR FUNCTION

This is professional, legal support work providing assistance to the legal staff of the City Attorney's Office. Duties include assisting the attorneys in legal research and writing, including but not limited to memoranda, briefs, letters, citation editing, writing of contracts, deeds, leases, resolutions and other legal documents. Work is performed in accordance with basic principles, procedures, research methodology, and ethics of the legal professions and in accordance with the policies of the legal department. The work is performed under the general supervision of the Senior Assistant City Attorney or Assistant City Attorney and the work is reviewed through observation, reports, conferences and for the achievements of the desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts legal research and summarizes information and presents findings to attorneys. Conducts investigations by interviewing witnesses, taking statements, collecting documents and physical evidence. Prepares drafts of pleading, motions, discovery documents, contracts, property transfer papers, and legislation. Assists in trial preparation by arranging attendance of witnesses, arranging and supervising service of process, filing papers in court, preparing exhibits, preparing witness to testify, drafting jury instructions, and investigating jury records. Analyzes, compiles and summarizes information on statutes, ordinances, legal decisions, opinions, rulings, memoranda or other legal material for internal use. Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements. Investigates claims and legal complaints and coordinates with staff attorneys, outside counsel and insurance adjusters on appropriate disposition of cases. Investigates claims and legal complaints against the City, collects pertinent documents, analyses cases and reports findings to staff attorneys. Prepares drafts of legal documents, researches, and composes correspondence for staff attorneys. Performs related work as required.

Other Important Duties

Assists in selecting, assembling, and summarizing information on legal instruments and specific legal subjects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of business English, spelling and punctuation. Knowledge of legal research procedures and techniques. Ability to research, analyze, and condense large amounts of information into clear, concise format for attorney review. Ability to communicate effectively, both orally and in writing. Ability to exercise judgment and discretion in applying and interpreting organizational rules, regulations, policies and procedures. Ability to perform routine to complex administrative support activities, research and compile data; and prepare correspondence and reports. Skill in the operation of a personal computer to perform on-line legal research functions.

Minimum Training and Experience

Graduation from a four-year college or university with a Bachelor's degree and completion of one semester of law study at a college of law.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

Established: 03-19-93
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08-09-01
04-26-04*
04-03-26