

Classification description

Title: Legal Assistant I and II

Department: Office of Metro Attorney

Job Code: 1245, 1255

Pay Range: DN, HN

FLSA Status: Non-exempt

Employee Group: Non-represented

Established: 02/2007

Revised: 10/1/13; 5/2019

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 (OMA). 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 classification series includes Legal Assistant I and Legal Assistant II. Both levels in the series are experienced professional legal assistants. The primary distinctions between the levels are the complexity, responsibility of assignments, and the amount of lead direction received and given.

DUTIES AND RESPONSIBILITIES

Legal Assistant I

1. Provides direct administrative support to the professional attorneys in the Office of the Metro Attorney.
2. Performs receptionist and clerical duties; screens callers and visitors and refers 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.
3. Operates a variety of office equipment to create and maintain a variety of non-complex records, reports, files and systems.
4. 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.
5. Schedules meetings, compiles agendas and makes appointments; responds to verbal and written inquiries independently based on established information and knowledge of assigned work area; attends meetings to record, produce and distribute minutes.
6. Writes correspondence and reports, creates tables, envelopes and forms from brief instructions, handwritten or printed copy 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 for established statistical calculations.
7. Maintains primary department files and records in electronic and hard copy formats; retrieves, compiles and reports information as requested.
 8. Supports assigned attorneys, maintains assigned attorney's calendar, and makes travel arrangements as needed.
 9. Arranges, staffs and coordinates committee, commission and outside agency meetings.
 10. Monitors legal case timelines and deadlines as well as contractual performance 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. Manages public records requests, including drafting of correspondence (with assistance of assigned attorney) calculating fee and contacting Metro staff regarding records requested.

Legal Assistant II

1. Performs all the duties of Legal Assistant I.
2. Provides highly skilled administrative support to the Metro Attorney, Deputy Metro Attorney, as well as other attorneys, uses independent initiative to meet needs in the office and independently coordinates and carries out high-level, complex projects.
3. Develops, maintains, implements, and follows office procedures and standards at the direction of the Metro Attorney and Deputy Metro Attorney. Manages pending litigation reports, communicates with attorneys regarding new and pending litigation and tort claims, compiles formal legal memoranda in compliance with Metro Code and utilizes naming conventions for the creation of new OMA files.
4. Serves as Document Management System Coordinator. Serves as system administrator and point person for troubleshooting problems in the system.
5. Manages communication between Metro Council and OMA, compiles and formats talking points for Metro Attorney and Deputy Metro Attorney to present to Metro Council as needed.
6. Provides administrative support for recruitment of attorneys, paralegals and legal interns. Independently recruits and oversees the work of seasonal student interns.
7. Assists with administrative tasks involving personnel, budgeting and accounting. Makes group travel arrangements, maintains department budgets, payroll records, supply inventories and financial, accounting and expenditure records. Serves as the department liaison to procurement staff, reviews billings for contracted legal counsel and redacts privileged and confidential information, reconciles travel and per diem charges with team budget OMA. Provides administrative support to Metro Attorney in annual budget process
8. Conducts special or periodic studies or projects independently, gathers and compiles data and prepares 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:

Legal Assistant I

- Four years of progressively responsible administrative experience in a legal office and
- A high school diploma or G.E.D or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- May require a valid driver's license for occasional use of Metro fleet vehicles

Legal Assistant II

- Five years of progressively responsible administrative experience in a legal office and
- An Associate's degree in business administration, office management or related subjects or applicable certification or
- Any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities
- May require a valid driver's license for occasional use of Metro fleet vehicles

Knowledge, Skills and Abilities:

- Knowledge of legal work methods, practices and statutes and laws as they relate to Metro's interests.
- Knowledge of current office procedures and equipment with emphasis on administrative assistant methods and practices applicable to assigned duties.
- Skill in creative problem-solving skills.
- Ability to perform complex legal research as needed.
- Ability to develop, analyze and report on a variety of related documents.
- Ability to work effectively with staff and other professionals in a sometimes stressful environment.
- Ability to organize and manage multiple projects.
- Ability to use of discretion and decision-making. Maintain confidentiality and attorney/client privilege.
- Ability to utilize interpersonal and customer service skills and work independently and as a member of a team.
- Ability to read, write, speak and understand English.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- This position reports to the assigned attorney(s).

SUPERVISION EXERCISED

- Legal Assistant II may provide training to Legal Assistant I and oversees the work of Student Interns.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

- Standard office equipment is used.

WORK ENVIRONMENT

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill

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is required to perform keyboarding and 10-key functions. Occasional travel, evening meetings and 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.