

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Executive Assistant to the City Attorney	Job Family: 2
General Classification: Professional	Job Grade: 22

Definition: To contribute to the effective day-to-day functioning of the City Attorney’s Office by providing a wide variety of complex and responsible secretarial, legal, and administrative support.

Distinguishing Characteristics: Receives direction from the City Attorney. Exercises supervision over other assigned support staff.

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

1. Perform a wide variety of executive secretarial and administrative duties as required by daily operations of the City Attorney’s Office.
2. Provide highly complex secretarial, legal, and administrative support to the City Attorney and all other attorneys in the office, including composing correspondence for the City Attorney’s signature from brief oral or written instruction, preparing pleadings and memoranda, scheduling appointments, and ensuring that proper department records are kept.
3. Maintain computer filing system for claims, litigation, and small claims cases; receive claims against the City and process through to denial or payment; contact affected departments to research and document pertinent information about claims; maintain close contact with Risk Manager and Claims Adjuster; prepare necessary documents on claims for presentation to City Council; communicate with claimant concerning the processing procedure, current status, and final resolution of their claims.
4. Maintain and update City Attorney’s Office budget and process all billing through the Risk Manager and/or Finance and Administrative Services Department.
5. Coordinate agenda, process agenda reports, and prepare resolutions/ordinances for City Council meetings.
6. Schedule appointments for City Attorney and staff attorneys; arrange for various conferences/meetings; make travel arrangements; and provide attorneys with adequate and pertinent information for review prior to the meeting.

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7. Provide legal support with litigation; transcribe and proofread various legal documents, including pleadings, pre- and post-trial motions, discovery and trial briefs; file various legal documents with the court; and maintain calendar for timely filing of documents, appearances, depositions, and other proceedings and meetings requiring counsel participation/attendance.
8. Establish, implement, review, and revise the clerical procedures and related records and files in the City Attorney's Office.
9. Supervise clerical and temporary clerical support staff of the City Attorney's Office, including organizing and assigning work and training.
10. Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff members for more specific information, as appropriate; exhibit familiarity with functions of the City.
11. Screen City Attorney's mail, phone calls, and visitors, ascertaining urgency of the issue, whether the City Attorney need personally respond and, if possible, personally responding or routing to the appropriate City staff member or department for proper response and follow-up.
12. Contact department heads and outside agencies to secure information and relay requests of the City Attorney, often of a critical and confidential nature, and follow up, as necessary.
13. Remind attorneys of deadlines and status of projects in progress.
14. Maintain and update law library.
15. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; court rules and procedures; proper formatting of legal documents, including, but not limited to, pleadings, discovery, pre- and post-trial motions, trial briefs; business letter writing; proper punctuation, spelling, grammar, and vocabulary; types and uses of common office machines; office management techniques; legal formats and clerical procedures of a City Attorney's Office; operation of personal computers; basic organizational structure and functions of Mountain View's City government; and principles of supervision and training.

Ability to: Transcribe various legal documents, memoranda, and correspondence; maintain calendar for purposes of litigation and all proceedings requiring counsel participation;

proofread documents and be especially attentive to detail; manage and coordinate office functions; perform basic legal research using City Attorney's Office library, Lexis/Nexis, the Internet, and other research tools; perform independently in clerical and administrative work; get along with office personnel; be attentive to detail; establish adequate record keeping and other clerical procedures; develop formats for reports and data presentation; supervise, train, and evaluate assigned staff; take notes and write up summaries of meetings; be precise and accurate in preparation of legal documents; locate and assemble a wide variety of data and information, often of a critical and confidential nature, from all City departments; communicate effectively with City employees and the general public; deal effectively with irate citizens, as necessary; prioritize and coordinate tasks and events in a highly sensitive environment; employ good judgment and make sound decisions in accordance with established procedures and policy; interpret and explain pertinent laws and rules; understand, organize, index, and reference a wide variety of administrative information and records; prepare, process, and file legal documents.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to the completion of high school supplemented by 30 semester or 40 quarter units from an accredited college or university and seven years of increasingly responsible clerical, office, and administrative work, including public contact. One year of required experience working in a law office and one year of experience in office management, supervision, or serving as the primary support for management at a division-head level or higher. One additional year of technical and administrative experience working in a law office may substitute for the college units. Possession of a legal certificate and experience in a public sector law office is highly desirable.

OR

Possession of an associate's degree from an accredited college or university and five years of increasingly responsible clerical, office, and administrative work, including public contact. One year of required experience working in a law office and one year of experience in office management, supervision, or serving as the primary support for management at a division-head level or higher. Possession of a legal certificate is highly desirable.

OR

Possession of a bachelor's degree from an accredited college or university and three years of increasingly responsible clerical, office, and administrative work, including public contact. One year of required experience working in a law office and one year of experience

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in office management, supervision, or serving as the primary support for management at a division-head level or higher. Possession of a legal certificate is highly desirable.

Established: January 1994

Revised: June 2022

HRD/CLASS SPECS

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