



# City of Tempe

## LEGAL SPECIALIST I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	093	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Legal Specialist series. This class is distinguished from the Legal Specialist II+ by the performance of more routine duties under close supervision.

**REPORTING RELATIONSHIPS**

Receives general supervision from the Legal Executive Assistant or from other supervisory or management staff.

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	One (1) year of secretarial experience in a Legal office.
<i>Education:</i>	High school diploma, GED or equivalency, supplemented by specialized legal secretarial training. An associate degree is preferred.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of legal secretarial, stenographic, and general clerical duties in support of the City Attorney’s Office.

**OTHER DUTIES AS ASSIGNED**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in the preparation and editing of a variety of correspondences and legal documents including resolutions, ordinances, legal opinions, contracts, and briefs, leases and agreements; prepare deeds, complaints, other pleadings and general correspondence from copy or rough draft.
- Act as receptionist providing information and assistance to the public; check mail daily and distribute, screen telephone calls and requests for information, routing to appropriate staff member, department or agency; independently respond orally or in writing to routine requests for information; explain departmental policies and procedures.
- Maintain docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings, maintain a log of account numbers for proper billing of invoices.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions; prepare preliminary drafts of legal forms for review and finalization by supervising attorney.
- Perform general clerical work including arranging travel, filing, scheduling appointments and meetings; file and index office records, legal documents and library materials; proofread ordinances, briefs, real estate descriptions and other materials for accuracy, completeness and punctuation.
- Maintain inventory of office supplies and other publications as directed; order stock when necessary.
- Complete quarterly reports related to RICO account and keep appropriate logs.
- Process forfeitures in a timely manner.
- Perform duties related to invoicing, ordering publications, and maintaining memberships for the attorneys and scheduling their attendance at seminars (State Bar, etc.) Ensure invoices are paid in a timely matter, charged to the proper account and/or redirected to the appropriate department as necessary.
- Perform duties required to processing payroll and creating PAR for employees as needed.
- Assist with Victim Advocate program as needed.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective November 1988</i>  <i>Revised March 1996</i>  <i>Revised March 2002 (change to flex-class)</i>  <i>Revised June 2021 (updated job duties and physical demands)</i></p>