



## JOB DESCRIPTION

Title: **LEGAL ADMINISTRATOR I**  
Department: Attorney  
Class Code: 6040  
FLSA Status: Non-Exempt  
Effective Date: June 1, 2009 (Rev. 12/2020)

### GENERAL PURPOSE

Responsible for criminal prosecution case preparation and drafting of legal documents for the criminal prosecution processes. May also work with the City Attorney in assisting with contracts, resolutions, ordinances, releases, notices and other such legal work and in handling administrative matters for the day to day operation the City Attorney's office. Works closely with attorneys and Risk Manager in handling cases and other legal matters for the City.

**ESSENTIAL DUTIES** *(Any one position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in positions of this class. Specific duties shall be assigned by the City Attorney)*

- Coordinates and assists attorneys in gathering information.
- Interacts frequently with City attorneys, City prosecutors, court clerks, police officers, Risk Manager, City departments, City Mayor and Council, defense counsel, defendants, victims and the public.
- Assists attorneys in complying with court rules of procedure for filing briefs.
- Answers single or multi-line phones; screens and routes calls and walk-ins to appropriate staff. Provides public information to inquiring parties; directs complex questions to appropriate senior staff. Greets and interacts with people in a friendly and helpful manner.
- Often provides opinions on routine departmental matters.
- Maintains confidentiality on all legal matters.

### Prosecution Duties:

- Prepares criminal prosecution cases for court, including the preparation of formal information, summons, bench warrants, complaints, orders to show cause, subpoenas, restitution requests, motions, court docket files and other legal pleadings. Ensures the correctness of the form and content of the pleadings.
- Posts, tracks, and maintains files for arraignments, pre-trials, bench trials, jury trials, suppression hearings, conflict cases, district court appeals, traffic hearings, bench warrants, pleas in abeyance, sentencing and other case files; maintains court appointment calendars. Utilizes statewide court software.

- Obtains police reports, rap sheets, driving records and requests other supporting evidence for criminal matters. Utilizes confidential BCI, driver's license division and other records. Ensures the receipt of payment for criminal discovery costs.
- Uses Word, PowerPoint, Excel and any other software applicable to the organization, including BCI, UCJIS and Spillman. Is familiar with the courts and legal system, legal procedures and legal terminology.
- Prepares legal pleadings, discovery responses and other supporting legal documents and correspondence as directed by the City Attorney; ensures correctness of form and content; takes and transcribes dictated material. Downloads dash camera and lapel camera video files, copies video files onto discs or USB drives, keeps log of all videos, prepares videos to be sent to defense counsel as part of discovery.
- Handles expungement requests.

#### Civil Duties:

- Under the direction of City attorneys, prepares information and files for City Council, Planning and Zoning, and other meetings as requested.
- Handles City Attorney's Office day to day administrative needs such as mail, telephones, scheduling, questions from the public, and other such matters. Calendars and schedules events.
- May assist with other civil duties as determined by the City Attorney.

#### Risk Duties:

- May assist with certain risk-related duties as determined by the City Attorney.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

- High school graduation.
- One (1) year office administrative experience (or equivalent education).

#### Special Requirements

- One (1) year experience in word processing in the Windows environment.
- Must pass security clearance to have access to the Bureau of Criminal Investigation database.

#### Necessary Knowledge, Skills and Abilities

- Some working knowledge of legal processes.
- Ability to prioritize and plan work daily.
- Ability to perform administrative work requiring the exercise of independent judgment; ability to perform complex work with accuracy; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to communicate verbally and in writing.

**TOOLS & EQUIPMENT USED**

- Phone, personal computer, including word processing and spreadsheet software; copy machine; fax machine.

**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 individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk or hear. The employee is required to use hands related to use of the computer.
- The employee must occasionally lift and/or move up to 10 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 individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- Since the work generally is adversarial and involves conflict, the work is stressful.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_