

**CITY OF ELKHART – JOB DESCRIPTION**

<b>DEPARTMENT</b>	Law	<b>POSITION</b>	Legal Assistant I
<b>DIVISION</b>		<b>STATUS</b>	Full-time
<b>CATEGORY</b>	Salaried	<b>FLSA</b>	Non-exempt
<b>REPORTS TO</b>	Corporation Counsel	<b>DATE</b>	August 2018
<b>JOB SUMMARY</b>	<p>The person in this position performs various tasks assigned by the Corporation Counsel and City Attorney. These tasks include, but are not limited to following: drafting ordinances, resolutions, pleadings, contracts, memoranda, and other legal documents; advising attorneys about upcoming legal deadlines; staying informed of legal matters handled by attorneys within the Law Department (“Office”); processing ordinance violation cases through the ordinance violations bureau and Elkhart City Court; processing lawsuits and tort claims filed against the City, including notifying the City’s insurance companies; maintaining records of purchases made by the Office; and performing legal research for the attorneys and various city departments.</p>		
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Prepares, manages and monitors the prosecution of ordinance violation cases through the ordinance violations bureau and Elkhart City Court, including offender notifications, pleadings, court records and service of process, and collection of judgments.</li> <li>• Prepares first draft of ordinances, resolutions, complaints, pleadings, contracts, memoranda, correspondence, and other documents for review by in-house attorneys.</li> <li>• Advises the attorneys about upcoming deadlines established by the Courts.</li> <li>• Assesses, compiles and uses information from Westlaw and other resources to assist in solving legal problems.</li> <li>• Assists city departments with the collection of assessments, fees, and other debts owed to the City, including the preparation and filing of legal documents to collect any unpaid debts owed to the City.</li> <li>• Assists in the filing of liens and the initiation of foreclosure actions on liens to facilitate collection of assessments and fees owed to the City.</li> <li>• Assists in compiling information and preparing pre-trial discovery documents for litigation.</li> <li>• Maintains a schedule of all lawsuits and tort claim notices filed against the City; and processes claims for property damage, including gathering information from city departments, and notifying the City’s insurance companies, and pursuing collection of damages owed to the City.</li> <li>• Manages and maintains the Office’s annual budget, and prepares and processes payroll.</li> </ul>		
<b>OTHER DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Schedules appointments for the attorneys and maintains an office calendar of upcoming trials, court hearings, and filing deadlines.</li> <li>• Opens and file stamps all incoming mail.</li> <li>• Retrieves court cases, statutes, and other documents.</li> <li>• Maintains and monitors litigation and transaction files.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Collates large amounts of documents, including documents that are requested in pre-trial discovery.</li> <li>• Supervises and trains support staff.</li> <li>• Notarizes documents for citizens, city officials and departments.</li> <li>• Must have a valid driver's license.</li> </ul>
<b>EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Associate degree required, but bachelor's degree preferred.</li> <li>• Paralegal certificate required.</li> <li>• Five (5) years of professional experience as a legal assistant in a law office environment.</li> </ul>
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Knowledge of federal and state laws affecting Indiana municipalities.</li> <li>• Knowledge of the litigation process, including trial court rules procedure.</li> <li>• Knowledge of municipal governance.</li> <li>• Ability to effectively manage a heavy workload and prioritize assignments and meet deadlines.</li> <li>• Ability to perform legal research and operate Westlaw or other on-line legal research databases.</li> <li>• Ability to draft demand letters and complaints for small claims cases.</li> <li>• Effective in-person and written communicate skills, including good grammar and good vocabulary.</li> <li>• Effective interpersonal skills (ability to communicate, empathize, and interact with individuals with diverse backgrounds and education).</li> <li>• Ability to establish and maintain effective working relationships with a diverse group of people and staff throughout the City and outside the organization.</li> <li>• Ability to analyze and solve problems in a logical manner.</li> <li>• Ability to use information resources to locate parties for service of process and preparation of pleadings.</li> <li>• Ability to keep accurate records, which include telephone messages, payroll records and expense records.</li> <li>• Ability to achieve and maintain a high level of competence and professional integrity.</li> <li>• Ability to maintain a high degree of confidentiality and to behave in a manner that is consistent with established ethical standards for legal assistants.</li> <li>• Understands and maintains the City's internal controls policy.</li> <li>• Ability to type 70 wpm on a keyboard.</li> <li>• Excellent organization, decision-making, and time management skills.</li> <li>• Substantial knowledge of the Microsoft Office Suite.</li> </ul>
<b>PHYSICAL, MENTAL, VISUAL AND AUDITORY SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to sit for long periods of time and work at a computer without interruption.</li> <li>• Ability to climb stairs, balance, stoop, kneel, reach and lift 20 pounds.</li> <li>• Ability to type on a keyboard.</li> <li>• Ability to remain focused on tasks in fast-paced office environment.</li> <li>• Possess near to mid-range vision with a visual acuity of 20/20 (with or without correction) at a distance of 12 inches.</li> <li>• Ability to hear and understand audible words or sounds (with or without amplification).</li> </ul>
<b>PERSONALITY TRAITS</b>	<ul style="list-style-type: none"> <li>• Common sense and good judgment;</li> <li>• Assertiveness;</li> </ul>

	<ul style="list-style-type: none"> <li>• Diplomacy;</li> <li>• Patience;</li> <li>• Perseverance;</li> <li>• Self-motivation;</li> <li>• Confidence; and</li> <li>• Strong sense of ethics.</li> </ul>
<b>WORKING CONDITIONS</b>	<p>This small, fast-paced office requires much interaction with the attorneys and other employees of the City. The person in this position must have exceptional interpersonal skills and have the ability to effectively handle difficult people, both in person and by telephone. Work is performed in a standard office environment 40 hours per week Monday through Friday. The work day starts at 8:00 a.m. and ends at 5:00 p.m. with a one hour lunch break.</p>
<b>POST-OFFER TESTING REQUIRED</b>	<ul style="list-style-type: none"> <li>• The City of Elkhart is a drug free workplace. The incumbent or prospective candidate, therefore, must successfully pass a post-offer drug screen and remain drug-free throughout her or his employment with the City of Elkhart.</li> <li>• Background checks producing acceptable BMV and criminal history reports required.</li> </ul>
<b>POLICY STATEMENT</b>	<ul style="list-style-type: none"> <li>• The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, visual, and auditory skills described in this job description to perform the principal duties, responsibilities and essential job functions.</li> <li>• This job description is intended to describe the general nature and level of work being performed by the incumbent or prospective candidate. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.</li> <li>• This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. An employee holding this position will be required to perform any other job-related duties as requested by the Corporation Counsel. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.</li> </ul>

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**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPT. HEAD APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HUMAN RESOURCES MGR** \_\_\_\_\_ **DATE** \_\_\_\_\_