

**CITY OF CUT BANK  
CITY ATTORNEY'S OFFICE**

**JOB DESCRIPTION – LEGAL ASSISTANT**

**FLSA STATUS: NON-EXEMPT**

**PAY RANGE: \$17.00 TO \$19.00**

**NATURE OF WORK**

Responsible for providing administrative and clerical support to the Office of the City Attorney. This position directly reports to and performs work under the general direction of the City Attorney.

**ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed)**

- Performs routine clerical/administrative duties such as: Answering the telephone, screening and routing calls, taking messages, greeting walk-in visitors and providing appropriate answers and information in response to various routine and semi-technical questions that do not require legal or policy interpretation, and are related to the City Attorney's Office, its functions, and procedures. Determines and refers information requests that are complex or sensitive to another employee for action.
- Opens/maintains/closes office files, including confidential files; Ensures that only authorized personnel have access to these files in accordance with operation procedures; Sets-up and maintains files according to managerial requests, functional use, or administrative guidelines.
- Prepares various letter correspondence and legal documents, including petitions, agreements, warrants, subpoenas, continuances, briefs, pleadings, contracts, deeds, etc, and jury instructions for review by the City Attorney or other attorney staff.
- Maintains case files by timely placing documents, notes, correspondence, and discovery in appropriate physical or electronic files and tracking case progress; Reviews court files, minute entries, notices, summons and orders in order to maintain an accurate court calendar and safeguard the City Attorney's ability to meet deadlines and comply with court orders.
- Communicates with law enforcement regarding reports and any case related information.
- Monitors the need for office supplies and places supply orders as necessary;
- Performs research and collects information for various special projects requested by the City Attorney or other staff.
- Processes all incoming and outgoing mail and maintains incoming and outgoing mail logs; Prepares envelopes, notes, forms, and documents for mailing; Prepares copies to maintain in files and disburse to all applicable parties.
- Performs cashiering and other money-handling procedures, including maintenance of accurate till and bookkeeping records.
- Completes or facilitates the completion and processing of formal documents to ensure the appropriate information and internal processes have been acquired and applied.
- Maintains and tracks officer and equipment certifications.

**REQUIREMENTS OF WORK**

- Extensive knowledge of office procedures, practices and processes.
- Basic knowledge of legal and criminal terminology and court procedures.
- Must maintain strict confidentiality of all sensitive records and information.
- Maintains knowledge of office practices, procedures and methods, along with grammar, punctuation, spelling and document formatting.
- Proficient with Microsoft Word, Outlook and have basic computer knowledge.
- Ability to interact constructively with others in a collaborative "team" setting.

- Ability to establish and maintain effective working relationships with peers, supervisors, outside attorneys, court officials and the general public in a professional and courteous manner.

## **CORE COMPETENCIES**

- Ethical Conduct
- Problem Solving/Analysis
- Communication Proficiency
- Computer Skills
- Accuracy
- Desire to Gain Knowledge and Improve Skills

## **SUPERVISORY RESPONSIBILITY**

This position does not supervise any other positions.

## **WORK ENVIRONMENT**

Work is primarily conducted in an office setting.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to perform general sedentary physical work and to lift and carry up to 10 pounds at a time; to stand, walk, sit, bend, twist, reach, ride and perform similar body movements; to possess strong hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; to talk and hear in person or by telephone; and to see and read instructions and reports and legal documents.

## **EXPECTED HOURS OF WORK**

The work week is Sunday through Saturday. The work schedule is 40-hours and generally performed Monday through Friday. This is a non-exempt position and eligible for overtime. Any overtime must be authorized prior to working.

## **TRAVEL**

Travel is primarily local during the business day. Occasional travel may be required to attend off-site training and educational opportunities.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Three years of administrative experience in a legal field.

## **NECESSARY SPECIAL QUALIFICATIONS**

- Possession of a valid Montana driver's license.

## **EEO STATEMENT**

The Equal Employment Opportunity Policy of the City of Cut Bank is to provide a fair and equal employment opportunity to all persons regardless of race, color, religion, sex, political belief, national origin, age, physical or mental ability, marital status or other characteristic protected by law.

## **OTHER DUTIES**

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

## **SIGNATURES**

Employee's signature below acknowledges he/she has read and understands the essential functions, requirements and duties of the position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_