

CLASS TITLE: LEGAL ADMINISTRATIVE SPECIALIST I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing confidential legal administrative support including maintaining case management systems, records storage and retrieval systems, dockets and calendaring, for multiple attorneys, pleading preparation and filing, word processing, assisting with discovery, customer service for multiple attorneys, and other related assigned duties.

ESSENTIAL TASKS:

- Verifies accuracy of information for citations ensuring compliance with legal requirements and providing solution-oriented support, not only to legal staff, but to City departments and customers
- Maintains Legal Department databases for case and records management and assists with research and information retention
- Ensures accuracy of warrants, charges, subpoena categorization and completion, and criminal pleadings
- Prepares pleadings, ordinances, resolutions, and other legal and technical documents as required
- Prepares contracts and related correspondence and documents
- Drafts a variety of legal documents, letters, requests and reports
- Processes arrest charges and criminal citations, warrants, and subpoenas
- Provides support for multiple attorneys by ensuring accuracy of defendant identifiers for prosecution purposes, verifying receipt of all necessary reports, obtaining and preparing records, discovery, and trial exhibits, and endorsement of all witnesses required to testify
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of thirty (30) college hours from an accredited university and one (1) year of increasingly responsible administrative or clerical experience or sixty (60) college hours from an accredited university and six (6) months of increasingly responsible administrative or clerical experience, or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one (1) step increase upon completion of an additional fifteen (15) accredited college hours and six (6) months of employment in the position. Employee will be eligible for an additional one (1) step increase upon completion of an accredited paralegal program and one (1) year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of legal procedures, principles, and terminology in municipal, civil, and criminal law; considerable knowledge regarding court rules, processes and procedures; knowledge of processes for transmission of evidence and records; knowledge of municipal criminal code, City ordinances, and City policies and procedures; knowledge of case management software systems. Ability to apply best practices working with the courts, attorneys, legal staff, and legal-based and office related technology; knowledge of business English and basic accounting; ability to initiate routine legal procedures; ability to effectively organize, prioritize and meet deadlines; ability to adapt to evolving processes and technology; ability to exercise independent judgment within assigned area; ability to maintain confidentiality; and the ability to communicate effectively and understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard, telephone and office equipment and technology; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors and subject to frequent deadlines and occasional overtime.

Class Code:6559
EEO Code: N-06
Pay Grade: AT-28

Group: Legal Administrative
Series: Typing, Stenographic and Secretarial

Effective Date: October 6,2021