

CLASS TITLE: LEGAL ADMINISTRATIVE SPECIALIST II

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

ESSENTIAL TASKS:

- Creates and maintains complex Legal Department databases using advanced computer software, connecting a variety of municipal legal records, documents and proceedings while ensuring both accuracy of the information and ease of accessibility
- Prepares pleadings, ordinances, resolutions, contracts, correspondence, reports and other legal and technical documents as required
- Assists with trial and administrative hearing preparation and appeals by obtaining, preparing, and organizing records, documents, discovery, evidence and trial exhibits, formatting and finalizing briefs to comply with court rules, and coordinating hearings, depositions, meetings and travel for attorneys, witnesses, and court reporters
- Performs advanced legal research, including researching case status, real estate transactions, and organizational and governing documents
- Files pleadings according to the requirements of each jurisdiction or court's requirements
- Performs complex administrative tasks including budget and operational related administration matters, accounts payable, purchasing, and accounting duties
- Organizes and administers legal processes as assigned, including expungements and tort claims
- Responds to varying and sometimes difficult questions and complicated issues from internal clients and external customers
- Manages multiple attorney and litigation calendars, calculating case deadlines and schedules, and coordinates and schedules meetings with internal and external clients
- Updates Tulsa Revised Ordinances ensuring consistent citation form
- 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 sixty (60) college hours from an accredited university and one (1) year of increasingly responsible administrative or clerical experience in the legal field or one hundred and twenty (120) college hours from an accredited university and six (6) months of increasingly responsible administrative or clerical experience in the legal field.

Employee will be eligible for a one (1) step increase upon completion of an additional thirty (30) 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 or legal assistant program or bachelor's degree and one year of employment in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of legal procedures, principles and terminology in municipal, civil and criminal law; comprehensive knowledge of court rules and procedures; comprehensive knowledge of local, state, federal, and appellate court rules and regulations and their court related technology; knowledge of processes for evidence and records; knowledge of municipal criminal and civil procedure codes; knowledge of legal software and hardware; knowledge of business English and basic accounting; ability to compose routine business correspondence, organize and maintain files related to legal work performed by attorneys; ability to work independently; ability to transcribe dictation and/or perform word processing with speed and accuracy; ability to take initiative and make sound decisions related to tasks, take appropriate course of action and responsibility for accuracy, errors and end results ability to apply best practices for legal technology; maintain; ability to maintain confidentiality; ability to communicate and to understand communications effectively both verbally and in writing; and the ability to understand and influence 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. Paralegal Certificate is highly desirable.

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

Class Code: 6560

EEO Code: N-06

Pay Grade: AT-32

Group: Clerical and Administrative

Series: Typing, Stenographic and Secretarial

Effective Date: October 6, 2021