

CITY OF HELENA



Position Title: Legal Administrative Clerk

Department: City Attorney

FLSA: Non-exempt

Job Purpose

The purpose of this position is to perform a variety of general legal secretarial and clerical duties necessary to support the City Attorney's Office in the delivery of legal services. The position deals with a large amount of legal documentation, some of which is confidential in nature, and provides support for criminal misdemeanor prosecutions. This position may be asked to perform duties of the legal administrative assistant when absent or when needed due to work load.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Legal

This position performs preliminary review of agreements prepared by other departments for appropriateness, accuracy, and compliance with City policy and provision of adequate liability insurance and workers' compensation coverage. Additionally, the position provides assistance in creating and setting up civil and criminal case files that requires accessing confidential criminal justice information.

Administrative

This position serves as the department receptionist, receiving calls, visitors, and mail; maintaining secure records, logs and files, verifying accuracy of information, and recording documents. Uses standard computer software and knowledge to type, proofread and process a variety of documents, including general correspondence, reports, memoranda and spreadsheets. This position is also responsible for assisting with tracking files for records retention compliance.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Modern office practices, methods and equipment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and procedures of record keeping.
- Intermediate word processing methods, techniques and programs, including spreadsheet and database operations.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Principles and practices used in dealing with the public.
- Legal terminology, procedures, and technology.

Skill or ability to:

- Type and enter data at a speed necessary for successful job performance.
- Switch quickly between and complete tasks with frequent interruptions.
- Perform general clerical work involving the use of independent judgment and personal initiative.
- Prepare and maintain accurate and complete records.
- Research, collect, compile, and analyze information and data.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to work in a standard office environment. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Requires the ability to move or lift documents and materials weighing up to 30 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a High School Diploma or equivalent and a minimum of two years of clerical experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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