



# City of Tempe

## LEGAL SPECIALIST II+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	127	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Legal Specialist series. Employees within this class are distinguished from the Legal Specialist I+ by the performance of the full range of duties as assigned including two years of legal secretarial experience in civil litigation. Employees at this level receive general instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Legal Specialist I+, or, when filled from the outside, require two years of prior legal secretarial experience in civil litigation. Appointment to the higher class requires that the employee has two years of legal secretarial experience in civil litigation and is performing the full range of journey level duties assigned to the class.

**REPORTING RELATIONSHIPS**

Receives general supervision from the Legal Executive Assistant or from other supervisory or management staff.

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	Two (2) years of legal secretarial experience in civil litigation.
<i>Education:</i>	High school diploma, GED or equivalency, supplemented by specialized legal secretarial training. An associate degree is preferred.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of legal secretarial, stenographic, and general clerical duties in support of the City Attorney’s Office.

## OTHER DUTIES AS ASSIGNED

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

- Assist in the preparation and editing of a variety of correspondences and legal documents including resolutions, ordinances, legal opinions, contracts, and briefs, leases and agreements; prepare deeds, complaints, other pleadings and general correspondence from copy or rough draft.
- Act as receptionist providing information and assistance to the public; check mail daily and distribute, screen telephone calls and requests for information, routing to appropriate staff member, department or agency; independently respond orally or in writing to routine requests for information; explain departmental policies and procedures.
- Maintain docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings, maintain a log of account numbers for proper billing of invoices.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions; prepare preliminary drafts of legal forms for review and finalization by supervising attorney.
- Perform general clerical work including arranging travel, filing, scheduling appointments and meetings; file and index office records, legal documents and library materials; proofread ordinances, briefs, real estate descriptions and other materials for accuracy, completeness and punctuation.
- Maintain inventory of office supplies and other publications as directed; order stock when necessary.
- Complete quarterly reports related to RICO account and keep appropriate logs.
- Process forfeitures in a timely manner.
- Perform duties related to invoicing, ordering publications, and maintaining memberships for the attorneys and scheduling their attendance at seminars (State Bar, etc.) Ensure invoices are paid in a timely matter, charged to the proper account and/or redirected to the appropriate department as necessary.
- Perform duties required to processing payroll and creating PAR for employees as needed.
- Assist with Victim Advocate program as needed.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work.

- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised March 1996*  
*Revised March 2002 (change to flex-class)*  
*Revised June 2021 (update job duties and physical demands)*