



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Legal Assistant/Deputy Risk Manager ~ vacant

Department: Legal Reports to: Chief Civil Attorney Pay Grade: H9
Date Established: 3/2014 Date Revised: 09/2016 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Deputy Risk Manager/Legal Assistant reviews and drafts legal documents for review by the Chief Civil Attorney/Risk Manager or the Deputy City Attorney and reviews liability claims filed against the City under direction of the Chief Civil Attorney/Risk Manager in the City's Legal Department. This position also conducts legal research, assists in contract and document preparation, completes insurance policy renewals, is a member of the City's Worker's Compensation Committee, works with the City's Safety and Wellness Coordinator to monitor cases/injuries, and requests and tracks restitution owed to the City attributed to liability and Worker's Compensation claims.

This is a legal assistant position performing clerical, administrative and legal work for the Chief Civil Attorney/Risk Manager. The job requires knowledge of legal terminology and civil and criminal court processes and procedures. Work includes reviewing and preparing legal documents which requires knowledge of legal processes, procedures and terminology, significant attention to detail and meeting various strict deadlines.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public. The job duties require superior organizational skills, attention to detail, and strong communication skills.

The work environment is an office environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Reviews legal documents and filings received by the City and provides them to an attorney for action. Prepares legal documents for review by staff attorneys. Prepares and drafts documents including, but not limited to, memorandums, agreements, contracts, policies and procedures, waivers, lease agreements, development agreements when requested, and related documents. Assists staff attorneys with research, document preparation, court pleadings in civil cases, complete discovery requests, memorandums, and agreements; and assists attorneys in tracking caseloads. Reviews and analyzes liability claims filed against the City. Provides information, suggestions, and assistance to the public and City Department Heads and staff through researching statutes, ordinances, state or federal regulations, office files, or referral to the appropriate agencies or attorneys. Occasionally prepares ordinances and resolutions upon direction from Chief Civil Attorney/Risk Manager.

Performs office functions including, but not limited to reviewing and paying bills and invoices pertaining to Risk Management; responsible for planning projected spending and constant monitoring for the Risk Management budget compliance. Prepare and assist in presenting the Risk Management budget and Risk Management reports to the City Council and City staff.

Coordinates agenda items with City Clerk and other City staff and does necessary follow up; assists legal assistants with criminal filings, discovery requests, and document preparation, as needed.

Attends and represents the Risk Management division on City Safety and Risk Management committees and Staff Meetings when necessary.

Assists Chief Civil Attorney/Risk Manager in worker compensation program, liability, personnel, safety, and related issues. Gathers necessary documentation and submits claims to City insurance carrier, as needed. Tracks claims from filing to conclusion, providing additional information and documentation as needed. Maintains database of claims settled and pending. Prepares and presents periodic reports. Attends City Safety Committee and Risk Management meetings, monitors worker compensation cases, researches and recommends worker safety practices and procedures. Works with the City's Worker's Compensation Coordinator and Committee for contract and document preparation, insurance policy renewals, monitoring cases/injuries, and requesting and tracking restitution owed to the City.

Helps manage liability and worker's compensation budgets including tracking expenditures and preparing and presenting periodic reports as requested. Fund management duties include tracking expenditures and projecting costs for future budget years. Reviews, and submits for payment, invoices for active litigation cases, payments for adjusting services, premiums and other risk management needs.

Serves as the Secretary for the City Union Management Team, as needed/requested on a temporary basis. Records minutes, maintains signed original documents (include Tentatively Agreed upon proposals), monitors proposals, conducts research, edits language in the respective Collective Bargaining Agreement, and schedules/coordinates meetings in compliance with the State Open Meetings Act.

Provides customer service to the public and other City staff and departments. Provides information, research and answers to questions and inquiries in person and by telephone. Responds to Risk Management related records requests.

Makes reservations and travel arrangements for this position and the Chief Civil Attorney/Risk Manager attending seminars and professional meetings including payment therefor.

Assists office receptionist, as needed, answering and directing telephone calls, responding to in-person and telephone requests for information and assistance, answering inquiries, taking messages, and performing related office and administrative duties.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. This position must adhere to strict deadlines, work with limited supervision, maintain confidentiality, and demonstrate sound judgment when accessing information and databases needed to complete job related tasks.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;
- Idaho civil and tort statutes;
- City codes and ordinances;
- City policies and procedures;
- Customer service methods and techniques;
- Municipal budgeting methods, techniques, and objectives;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Office reception methods and techniques.

Skill and Ability to:

- Prepare legal documents;
- Perform office functions;
- Review and analyze liability claims filed against the City and recommend appropriate response and/or action to the Risk Manager;
- Maintain database of liability claims filed, settled, and pending;
- Prepare and assist in the presentation of reports;
- Prepares documents for Council review, approval and execution by Mayor;
- Monitor the liability budget, tracking expenditures and preparing and presenting periodic reports as requested;
- Serve on the City's Safety Committee;
- Assist the Chief Civil Attorney/Risk Manager in worker's compensation, liability, personnel, safety, and related issues;
- Provide customer service to the public and other City staff and departments. Provide information, answer questions and inquiries in person and by telephone. Respond to Risk Management related records requests, research and respond to inquiries;
- This position works closely with various departments providing information regarding preparation of documents and procedures.
- Maintain calendar of and track schedule of court proceedings for cases and active litigation cases pertaining to Risk Management;
- Operate standard office equipment;
- Operate a personal computer including job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required; and
- Bachelor's Degree or Paralegal certification is required;
- Additional writing/communication skills and legal or paralegal training is preferred;
- Three (3) to five (5) years staff experience as a paralegal, claims adjuster, and/or budget coordinator preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception, and ability to adjust focus, conduct research, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification

includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.