



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### Executive Assistant to the City Attorney/Deputy Risk Manager

Department: Legal	Reports to: City Attorney	Pay Grade: H10
Date Established: 3/2014	Date Revised: 1/2018	FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Executive Assistant to the City Attorney/Deputy Risk Manager prepares, reviews, and drafts legal documents for review by the staff attorneys in the City's Legal Department. As the Executive Assistant to the City Attorney, this position works directly with the City Attorney to conduct legal research, assists in contract and document preparation, and routinely performs complex and advanced administrative duties. As the Deputy Risk Manager, this position completes insurance policy renewals, 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 under the direction of the City's Chief Civil Attorney/Risk Manager.

This is a legal assistant position performing clerical, administrative and legal work for the staff attorneys. 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 involves the use of a variety of computer operations to complete daily assignments, perform data entry and data analysis, utilize desktop publishing, prepare for meetings and presentations, and maintain accurate and complete records.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, various department heads and 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 may be highly specialized and absolute confidentiality is essential.

This position requires the ability to operate in two different capacities. The functions of the position will be split between the Executive Assistant to the City Attorney (60%) and Deputy Risk Manager (40%).

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 from internal City departments, 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, 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 the City Attorney or Chief Civil Attorney/Risk Manager.

Performs office duties including, but not limited to: invoicing, processing accounts payable and accounts receivable, payroll and time records, and includes preparing required reports (daily, monthly, annually).

Maintains office records and files, coordinate communications, maintain department logs and manuals, and provide support for various legal department meetings.

Reviews and pays 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 needing legal review, approval, and execution by the Mayor with City Clerk and does necessary follow up; briefs City Attorney on agenda items, as needed.

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.

Assists in the preparation of and monitors the Legal Department and Risk Management budgets and assists in the completion of forecasting for budget planning and development of service level reports.

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. 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 records requests related to Risk Management or as directed by the City Attorney.

Makes reservations and travel arrangements for this position and the staff attorneys attending seminars and professional meetings including payment.

Performs office duties including, but not limited to: invoicing, processing accounts payable and accounts receivable, payroll and time records, and includes preparing required reports (daily, monthly, annually). Maintains office records and files, coordinate communications, maintain department logs and manuals, and provide support for various legal department meetings.

Assists legal assistants, 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. Assists with criminal filings, discovery requests, and document preparation, as needed.

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 including, but not limited to, agreements, contracts, policies and procedures, leases, waivers, development agreements when requested, court pleadings in civil and criminal proceedings (when necessary), and related documents, memorandums, and agreements;
- Assist staff attorneys with research, document preparation, and handling caseloads;
- Perform office functions, including operation of computer and job related software applications;
- Review and analyze liability claims filed against the City, maintain database of claims (filed, settled, and pending), and recommend appropriate response and/or action to the Risk Manager;
- Prepare and assist in the presentation of reports;
- Prepares documents for Council review, approval and execution by Mayor;
- Monitor budgets, track expenditures, and prepare and present periodic reports as requested;
- Provide customer service to the public and other City staff and departments. Provide information, answer questions and inquiries in person and by telephone;
- Maintain confidentiality and professional demeanor at all times;
- Maintain calendar of and track schedule of court proceedings for cases and active litigation cases;
- Multitask and handle interruptions, with accuracy and speed under the pressure of time-sensitive deadlines;
- 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;
- 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.