

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Executive Legal Assistant	BAND/LEVEL:	Admin IV
DEPARTMENT:	Law	JOB NO:	4355
DIVISION:	Law	DATE:	3/25/12
REPORTS TO:	City Attorney	FLSA STATUS:	NE
FULL-TIME: <u>XX</u>	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 141

REPLACES: Executive Legal Assistant	DATE: 2/24/02
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JOB SUMMARY STATEMENT:

Provides secretarial/administrative support to the City Attorney and Law Department staff. Maintains files and records. Maintains and updates Municipal Codes on City's website. Prepares contracts, ordinances, resolutions and related amendments. Assists in the preparation of the department budget, orders and tracks office supplies, and coordinates maintenance of office equipment. Acts as office receptionist. Coordinates travel arrangements, payments of dues and registrations for office staff.

DUTIES AND RESPONSIBILITIES:

1. Maintains and updates the Municipal Codes on the City's website. Compiles and distributes supplements to the Municipal Code
2. Maintains the Administrative Policies, City Operating Procedures, Interdepartmental Operating Procedures, Governing Body Policy Manual, the Municipal Code, the Model Procurement Code and Regulations in the Law Department's searchable database.
3. Creates and maintains the City Attorney opinions in a searchable database.
4. Prepares from written, dictated or taped sources, or reviews and proof-reads: ordinances, resolutions, contracts, letters, memos, reports, and other legal documents. Copies and distributes to applicable recipients. Maintains a "Reading File" containing hard copies of all such documents; arranges for publication of ordinances and resolutions; and prepares copies for the City Clerk's records. Assists other departments in the preparation of documents and proof reads the published versions of all ordinances, resolutions and other City documents. Requests affidavits of publications from newspaper for Law Department files as appropriate.
5. Inventories and orders office supplies, equipment and stationery. Arranges for the maintenance and repair of office equipment. Prepares check requests, purchase orders and processes invoices. Maintains and updates a Fixed Asset Report and Equipment Replacement Schedule.
6. Reviews title reports and related materials for eminent domain proceedings. Identifies property owners, easement and mortgage holders, parties in possession and other interested parties by reviewing property records. Obtains contact information for all interested parties. Prepares publications and mailings related to same. Files necessary documents with District Court. Maintains eminent domain file.
7. Assists with mortgage foreclosure and forfeiture actions by obtaining documents related to the work orders. Files necessary documents with District Court and mails to interested parties. Provides publication documents as needed. Mails necessary documents to interested parties.
8. Maintains "Open" and "Closed" lawsuit reports regarding all lawsuits filed by and against the City and its officers and employees from inception to completion. Maintains outside attorney billing reports.
9. Maintains the law library.
10. Assists, as requested, in the preparation of the annual departmental operating budget. Accumulates records of past expenses. Types all required documents.
11. Coordinates and makes travel arrangements; pays registration fees and membership dues.

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12. Acts as office receptionist. Greets visitors; answers telephone; takes messages; handles citizen, council member, or staff inquiries, complaints, and requests for information.
13. Provides relief and backup to the Legal Secretaries in the Prosecution Division as needed.
14. Maintains notary public status and acts as a notary public on City business.
15. Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education (high school or General Equivalency Diploma) which includes courses in typing and office practices or additional equivalent experience.

EXPERIENCE:

Three to five years of relevant work experience, or an equivalent level of experience.

SKILLS:

1. Good oral and written communication skills.
2. Excellent phone etiquette.
3. Proficiency with appropriate Windows based software applications such word processing, database, and spreadsheets.
4. Detail-oriented to include excellent ability to carefully review legal documents for accuracy, grammar and format in a timely fashion
5. Excellent typing and writing skills.
6. Excellent organizational skills.
7. Good listening skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City policies and procedures.
2. Ability to learn and understand personal computer software applications.
3. Alpha and numeric recognition.
4. Ability to carry out assignments through oral and written instructions.
5. Ability to be attentive for extended periods of time.
6. Ability to work under distracting conditions.
7. Ability to work on several projects at once.
8. Ability to recognize and protect confidential information.
9. Ability to organize files and effectively retrieve data.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to operate office equipment and machinery to include personal computer, typewriter, calculator, copy machine, fax machine.
3. Ability to greet and assist general public.
4. Ability to lift 10 pounds and transport 10 feet.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory

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of all duties, responsibilities, and qualifications required of employees assigned to this job.