

CITY OF OVERLAND PARK POSITION DESCRIPTION

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| TITLE: | Legal Support Administrator | BAND/LEVEL: | PRF II |
| DEPARTMENT: | Law | JOB NO: | 4570 |
| DIVISION: | Law | DATE: | 05/01/2016 |
| REPORTS TO: | City Attorney | FLSA STATUS: | EX |
| FULL-TIME: X | PART-TIME: | TEMPORARY: | COST CENTER: 141 |

REPLACES: New position

DATE:

JOB SUMMARY STATEMENT:

Assists attorneys by managing resources and documents related to complex legal projects. Conducts complex legal research. Coordinates the administrative support staff for the Law department to include: assigning tasks, evaluating performance and ensuring competence of support staff. Manages a variety of general office activities in the daily operations of the Law Department.

DUTIES AND RESPONSIBILITIES:

1. Coordinates all support for the attorneys in the Law department. Assigns tasks, evaluates performance and ensures competence of support staff. Performs all supervisory responsibilities in accordance with the current City of Overland Park policies and applicable laws.
2. Coordinates with bond counsel staff to transmit documents necessary for bond transcripts.
3. Assists and coordinates response to Kansas Open Records Act requests. Assists attorneys in managing timing of responses to ensure compliance with the Act.
4. Assists attorneys by managing resources and documents related to complex legal projects.
5. Conducts complex legal research.
6. Assists the City Manager's office in coordination of the circulation and execution of economic development and other documents.
7. Composes, prepares, and processes ordinances, resolutions, petitions and other legal documents.
8. Ensures the Overland Park Municipal Code is properly updated.
9. Manages the calendar of the City Attorney and coordinators his/her schedule.
10. Communicates with managers, supervisors, co-workers, citizens and others, maintaining confidentiality.
11. Analyzes and organizes office operations and procedures including but not limited to budget, personnel, records management, supplies and equipment. Researches and develops resources and methodologies to create timely and efficient workflow.
12. Performs administrative duties to include: maintaining paper and electronic records management systems, arranging travel plans and itineraries, and responding to Law department inquiries regarding policies, procedures, and practices.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be 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.
14. The employee must be 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:

Bachelor's degree in pre-law, legal studies, public administration, or a related field of study, or an equivalent combination of work experience and formal education.

EXPERIENCE:

Three to five years of experience in legal administrative experience including paralegal and budgeting experience.

SKILLS:

1. Excellent oral and written communication skills
2. Legal research skills
3. PC skills
4. Analytical skills
5. Attention to detail
6. Basis math and accounting skills
7. Budget-related skills
8. Strong interpersonal skills
9. Leadership skills
10. Facilitation skills
11. Time management skills
12. Must have a working knowledge of windows-based word-processing, spreadsheet software applications, and Westlaw/LexisNexis
13. Public speaking/presentation skills
14. Project management skills, including organization, coordination of duties, and/or accomplishment of goals
15. Supervisory skills, including motivation, delegation of duties, evaluation, etc.

MENTAL REQUIREMENTS:

1. Alpha and numeric recognition
2. Ability to learn and understand PC software applications
3. Ability to read and comprehend city policies, statutes, case law, ordinances, legal reference materials and legal correspondence
4. Ability to analyze legal issues
5. Ability to meet deadlines
6. Diplomacy and judgement
7. Ability to train and guide others
8. Ability to recognize and protect confidential information
9. Ability to carry out assignments through written and oral instruction
10. Ability to work independently
11. Ability to analyze and recommend possible solutions.
12. Ability to write perceptively, coherently thoroughly and succinctly
13. Ability to communicate effectively with staff, elected officials and others
14. Ability to recognize and protect confidential information
15. Ability to work on several projects at once
16. Ability to prioritize multiple tasks
17. 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, calculator, copy machine, and fax machine
3. Ability to greet and assist general public
4. Ability to lift 10 pounds and transport 10 feet
5. Ability to push/pull up to 10 pounds

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Executive Legal Assistant
Secretary, Legal
Administrative Clerk

Victim Assistance Coordinator (PT)

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