

**LEGAL ASSISTANT/SECRETARY**

**DEPARTMENT : CITY ATTORNEY’S OFFICE**  
**SALARY :**  
**FLSA : NON-EXEMPT**  
**CIVIL SERVICE : EXCLUDED**  
**BARGAINING UNIT : NON-BARGAINING**

**GENERAL STATEMENT OF DUTIES**

Under the general direction of the City Attorney, uses independent judgement, and exercises a high level of discretion in dealing with confidential matters and sensitive information, providing administrative, legal assistant and secretarial support to the City Attorney’s Office. Acts as backup to Mayor’s secretary during absences. Assists Police Chief with a variety of confidential police personnel matters. No supervisory responsibilities.

**EXAMPLES OF ESSENTIAL FUNCTIONS**  
**(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

**Legal Assistant Responsibilities**

1. Attends arraignments, sets trials and fills out paperwork for anyone pleading not guilty to a Waterloo citation and acts as court attendant if requested by Magistrate.
2. Tobacco Violations - prepares letters, complaints and acknowledgment/settlement agreements assessing civil penalties for businesses with cigarette permits who violate the law by selling to minors; follows up with correspondence and Orders to Council; sends written report to Attorney General’s Office.
3. Prepares and sends collection letters for Fire Rescue and Traffic Operations and any other departments requesting assistance.
4. 657A lawsuits – orders lien report from Abstract Company; prepares all required paperwork including but not limited to Petition (may be dictated by attorney), Original Notice, directions to Sheriff and Proof of Service, and arranges for publication if needed; makes preparations for hearing and prepares default notice; notifies Code Enforcement of hearing date.
5. Prepares Traffic Code ordinances, small claims actions and condemnation proceedings.

**Secretary/Receptionist Responsibilities**

1. Transcribes dictation for attorneys as needed.
2. Prepares time sheets/edits for Legal Dept. and Management Information Services.
3. Municipal Telecommunications Utility Board – takes minutes and arranges for publication; prepares payment vouchers for invoices and budget report.
4. When lawsuits are served, makes a copy for City Clerk and gives to attorney immediately.
5. Reviews weekly Council agenda and organizes Agenda items for attorney attending meeting.
6. Reviews Council minutes and prepares deeds or ordinances, as needed.
7. Reviews changes made by Iowa legislature to Traffic Code, updates local Code as needed and sends revisions to printer.
8. Prepares tickets, subpoenas, witness forms and other paperwork for trial including misdemeanor and municipal infraction citations and coordinates with Clerk of Court’s Office to make sure schedules coincide
9. Prepares paperwork for payroll garnishments and answers questions from Sheriff’s Office.

10. Prepares paperwork for Code Enforcement citations including Directions for Service, sends applicable information to Sheriff's Office and Waste Management and notifies Code Enforcement Officer of hearing date.
11. Provides department budget preparation assistance as needed including preparing budget request forms for City Attorney.
12. Sets trial date for misdemeanor or municipal infractions and completes applicable paperwork for attorney(s) and Clerk of Courts.
13. Prepares bond letters for Council, travel request forms and keeps legal reference books current by filing updates.
14. Keeps track of hearing and trial dates and makes applicable notifications.
15. Fills in for the City Clerk's Office during staff meetings, including answering phone, waiting on customers and issuing dog/cat licenses.
16. Processes and distributes incoming and outgoing intradepartmental mail and outgoing mail.
17. Greets the public and answers incoming phone calls, providing information based on knowledge of City and Attorney's Office policies, regulations and procedures or directs inquiry to appropriate person or department.
18. Orders office supplies and maintains inventory.
19. Cleans out files yearly, catalogs and puts in storage.
20. Prepares payment vouchers for Attorney's Office invoices.
21. Prepares and maintains payroll and benefits records for Attorney's Office and Management Information Services.

22. Using Microsoft Word, Excel, Access or other applicable software, prepares letters, reports and documents relative to Attorney's Office functions.

#### **Safety Services**

1. Coordinates officers' court appearances, including notifications and cancellations, with Black Hawk County Attorney's Office, City Attorney and United States Attorney's Office.
2. Assists in answering incoming phone calls and responds to inquiries for information.
3. Maintains confidentiality regarding personnel files and other sensitive Police Department information.

#### **Miscellaneous**

1. Communicates with and maintains effective working relationships with supervisors, coworkers and other City departments.
2. Makes decisions in accordance with department policies and established regulations.
3. Works independently and with others with minimum supervision.
4. May work under strict time constraints.
5. Attends work regularly at the designated place and time.
6. Performs all work duties and activities in accordance with City, Attorney's Office and OSHA policies, procedures and safety practices.
7. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of secretarial functions, terminology, office procedures and equipment including personal computer.
2. Thorough knowledge of legal terminology and mechanics of local court system.

3. Knowledge of local ordinances and code enforcement issues.
4. Ability to type at least 50 words per minute net of errors (verification of typing speed required).
5. Thorough knowledge of and ability to use Microsoft Word, Excel, Access and other specialized software applications appropriate to assigned duties and responsibilities, enter and retrieve information and update records on computer.
6. Ability to write legibly, prioritize work, produce a quality product within strict time lines and handle multiple tasks.
7. Self-directed with ability to work independently without direct supervision.
8. Ability to answer questions and provide information to the public, other employees and attorneys in person and over the telephone tactfully and respectfully in a clear, concise and easily understandable manner.
9. Ability to exercise independent judgment and to make decisions based on City and Attorney's Office policies and applicable City ordinances and regulations.
10. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public.
11. Ability to maintain confidentiality regarding legal matters and other sensitive information.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED with minimum five years verifiable experience as legal secretary, legal assistant or closely related field

**OR**

Any equivalent combination of experience or education that provides the knowledge, skills and abilities necessary to perform the work.

2. Prefer Associate's Degree or equivalent as Legal Assistant or Paralegal.
3. Significant experience working with Microsoft Word, Excel and Access.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without reasonable accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with supervisors, other employees and the public in person or by telephone.
2. Sufficient vision and manual dexterity that permits the employee to operate a personal computer and other standard office equipment, handle files, perform customer service duties and other clerical responsibilities.
3. Sufficient personal mobility that permits the employee to attend arraignments at the Black Hawk County Courthouse.

**MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation, including employment and criminal history checks, on any applicant being considered for this position.

**WORK SCHEDULE**

8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Limited overtime.