



ADMINISTRATIVE LEGAL ASSISTANT TO THE COUNTY COUNSEL – CONFIDENTIAL

DEFINITION: This is a stand-alone senior executive Confidential Administrative Legal Assistant position. Under the direction of the County Counsel and attorney staff, the Administrative Legal Assistant serves as the legal secretary and office manager for the Inyo County Counsel's office and is responsible for all administrative support and organization within the office, including preparation and monitoring of office budget; preparation and filing of legal documents; and performance of specialized legal administrative work involving legal terminology and procedures. The position serves as the liaison between the office and outside organizations/agencies, vendors, community organizations and other County departments/divisions; uses initiative and independent judgment within established guidelines; and functions as a positive and productive team member. This is a confidential classification, which includes employees who in the course of their duties have access to information relating to the County's administration of employer-employee relations. Under the Meyers-Milias-Brown Act, confidential employees have different rights of representation than other non-management employees.

DISTINGUISHING CHARACTERISTICS: This is a highly specialized administrative and program support position responsible for planning, organizing, coordinating, and performing legal secretarial, administrative, administrative management, fiscal support, and/or program operation functions for the Inyo County Counsel's office. The Administrative Legal Assistant often works independently with minimal supervision and is responsible for implementing and maintaining the budget process; fiscal recordkeeping; indexing and tracking case files and legal requests for services; assisting with preparation of legal documents, agenda requests, and correspondence; filing and service of litigation paperwork; reporting operations; payroll; purchasing; office and court calendar; contract administration; making travel arrangements; and/or other related services and functions.

ESSENTIAL JOB DUTIES: Performs a wide variety of complex, responsible, and confidential legal secretarial and administrative support duties for the County Counsel and Assistant/Deputy County Counsels. Duties may include, but are not limited to the following:

- Ensures professional, efficient, and timely work flow in day-to-day operation of the county counsel department.
- Functions as personal administrative assistant to the county counsel and other attorney staff.
- Organizes and tracks a large quantity of material, including legal documents, emails, paper mail, invoices, voice messages, attorney calendars, personnel files, payroll, legal requests, etc.
- Prepares, indexes and maintains legal files, including litigation case files either in hard copy or electronic format.
- Assists in preparation, timely and proper filing, and service of a wide variety of court documents including civil complaints, answers, motions, briefs, court orders, and subpoenas.
- Updates law library for two offices.
- Assists in preparation of various other documents including contracts and agenda requests.
- Bills and receives reimbursement fees for legal services.
- Posts to ledgers and balances accounts; prepares and monitors departmental budget; pays bills.
- Orders supplies, furniture, and equipment.
- May serve as first escalation point on behalf of the office.
- Deals courteously and professionally with County staff, representatives of other agencies and the public,
- Compiles and assembles information for various reports and projects.
- Maintains confidentiality of materials and uses discretion in sensitive situations.
- Analyzes situations accurately and determines effective course of action.
- Opens and distributes mail.
- Reviews material for errors in grammar and English usage.
- Monitors office training and related travel and makes travel arrangements.
- Performs related work as required to ensure necessary office functions are accomplished.

EMPLOYMENT STANDARDS

Education/Experience: Requires the equivalent of completion of two years of college and combined five years full-time, progressive experience performing high-level administrative, office management duties in an executive or legal office or court and/or handling litigation-related duties.

Knowledge of: Standard court rules and procedures; various judicial levels and their jurisdictions; legal terminology, phraseology, documents, forms, modern office management methods and procedures; basic principles and practices of bookkeeping; and procedures; business English, including vocabulary, correct grammatical usage, and punctuation; general principles of managing legal clerical and secretarial functions; common office machines, including computers, and their operation, including the following programs: Word, WordPerfect, Excel, Adobe Acrobat, and Outlook.

Ability to: Understand and apply specific rules, codes, regulations, procedures, policies, and precedents; interpret, apply and explain administrative and department policies, regulations, and procedures; follow written and oral instruction; identify and correct technical inaccuracies; work independently in performing assignments and in resolving problems and deviations; use good judgment in recognizing scope of authority. Perform difficult, responsible, and complex legal secretarial and administrative work requiring independent judgment with speed and accuracy; identify, use, and correct a wide variety of legal forms, documents, and terminology; learn, interpret, and apply laws, rules, written and oral directions to specific situations requiring the use of judgment and minimal supervision; take responsibility for the compilation and organization of reports and files; compose draft correspondence on own initiative; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work; maintain confidentiality; prepare budget, process and administer fiscal duties; administer departmental contracts; use personal computer to accomplish duties;

Typical Physical Requirements: Sitting for extended periods of time using keyboard daily; standing and walking short distances; climb and descend stairs; minimal twisting, bending, stooping, and lifting in the performance of assigned duties; occasionally lift and carry up to 40 pounds; drive a motor vehicle; telephone usage; normal manual dexterity and eye-hand coordination; corrected vision to normal range; normal hearing and talking is required for verbal communications; ability to use a variety of office equipment and machines. Good memory and recall is necessary for accurate and timely transfer of data/information.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.