

Legal Administrative Assistant I/II - City Attorney's Office - (1700455)

About the Department

The Office of the City Attorney is committed to providing excellent legal services, consistent with the highest professional and ethical standards, to the City with the goal of protecting and advancing its interests in serving the people of San José. The Office is seeking a motivated individual with the ability to work independently and also in a team environment.

Positions & Duties

This position is responsible for performing legal secretarial duties requiring both sound judgment and good technical skills. These duties may include, but are not limited to, transcribing, preparing, and processing pleadings/briefs in the various state and federal courts; preparing and processing correspondence, contracts, ordinances, resolutions, City Council memoranda, and other legal documents and instruments; maintaining calendars for attorneys; answering telephones and contacting other offices to provide, obtain, and/or coordinate information and/or appearances; and performing office filing; as well as organizing and maintaining a wide variety of information and materials in support of attorneys. The skill level of this position places strong emphasis on accuracy, quality, and attention to detail. A strong knowledge base of legal procedures and court rules (federal and state) is desirable. This position involves a variety of legal matters including civil litigation, workers' compensation, and all aspects of municipal law. Incumbent must be proficient in the use of personal computers and able to work with various types of software in the Windows environment.

Depending upon qualifications, the successful candidate may be hired at the Legal Administrative Assistant I or Legal Administrative Assistant II level. The annual salary range for a Legal Administrative Assistant I is \$52,041.60 to \$63,294.40 and the annual salary range for a Legal Administrative Assistant II is \$59,208.00 to \$72,051.20.

This recruitment may be used to fill multiple positions in this department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

Qualifications

Minimum Qualifications:

Any combination of training and experience equivalent to:

1. **Education:** Graduation from high school or equivalent (G.E.D or California Proficiency Certificate).
2. **Experience:** Legal Administrative Assistant I: One (1) year of experience in legal administrative assistant work at a level comparable to Legal Administrative Assistant Trainee learning to compose and type legal documents, ordinances, resolutions, and briefs. Legal Administrative Assistant II: Three (3) years of experience in legal administrative assistant work including one (1) year at a level comparable to Legal Administrative Assistant I with the City of San José.
3. **Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B

or any other type of visa which requires an employer application.

Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- Completion of some legal or college level coursework, which could include an Associates or Bachelor's degree.
- Job Expertise - Demonstrates knowledge of and experience with court rules, and procedures for state and federal court systems, including familiarity with legal terminology, court practices, and legal procedures; law office practices and procedures; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Communicates and listens effectively and responds in a timely, effective, positive and respectful manner, written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning – Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume, answers to the job-specific questions, practical exercises, interview, references, and background check, including obtaining criminal history records. Only those candidates whose backgrounds best match the position will be forwarded to the interview

and practical exercise phases of the selection process.

You will be prompted to answer the following job-specific questions during the online application process:

- What is your experience typing and formatting pleadings for the State, Federal and Appellate Courts? Please describe the type of pleadings with which you are familiar (i.e., motions, discovery documents, appellate briefs, trial documents, etc.).
- Have you worked on a group project in your employment in the legal sector? Please describe an example where you worked collaboratively with other employees and work groups, and the outcome.

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

If you have any questions concerning the duties of this position, please contact Ellen Donnelly at Ellen.Donnelly@sanjoseca.gov or (408) 535-1933.

Additional Information

For more information on the City Attorney's Office, [click here](#).

For more information on City employee benefits, [click here](#).

The application deadline is 11:59 PM on the final filing date. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or Human.Resources@sanjoseca.gov if you have any questions.

Job: Legal

Organization: Office of the City Attorney

Schedule: Full-time

Employee Status: Regular

Job Type: Standard

Posting Date: April 14, 2017

Closing Date: Ongoing

Minimum Salary: 52,041.60 Yearly

Maximum Salary: 72,051.20

Bargaining Unit 1: Confidential Employees' Organization