

## EXECUTIVE ASSISTANT

<b>Department:</b> <u>City Attorney</u>	<b>Classification/Grade:</b> <u>Confidential/ G21</u>
<b>Division:</b> <u>Administration</u>	<b>FLSA Status:</b> <u>Non-Exempt</u>
<b>Reports to:</b> <u>City Attorney</u>	<b>Date Approved:</b> <u>JULY 2012</u>

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with specified positions. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under general supervision, provides administrative support for the City Attorney's Office; performs related duties as assigned. Assumes independent judgment with minimal direction by the City Attorney and must be able to handle confidential matters with a high level of judgment.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Serve as initial contact/resource person for the City Attorney's office; screen telephone calls by furnishing the information requested, taking messages, referring caller, or when appropriate, resolving the problem or complaint; accurately distribute correspondence and other communication received, receive inquiries and concerns on behalf of the City Attorney and Deputy City Attorney.
3. Prepares criminal case files, subpoenas; copies file materials and redacts confidential information therein for release to defendants; obtains criminal histories of defendants; sets up pretrial appointments; attends pretrial appointments as needed; locates and contacts witnesses; and obtains needed paperwork from other departments, agencies, and courts.
4. Independently prepares legal documents and correspondence in draft and final form for the City Attorney and the Deputy City Attorney, including statements, City Council agendas items, narratives, travel requests, agreements, leases, work orders, using independent judgment and personal initiative.
5. Act as the Terminal Agency Coordinator for the City Attorney's office with the State of Nevada and utilizes the National Crime Computer System and Nevada Criminal Justice Information Systems
6. Assist with problem formulation, data collection, and analyses for special studies such as researching cases handled by the City Attorney's Office.
7. Ensure deadlines connected with civil cases filed by or against the City are met.
8. Investigate and review facts comprising cases.
9. Create, organize and update civil, criminal and departmental files and records.
10. Manage all department invoices, purchases and maintain data on same for department.
11. Maintain calendar and appointments, review the City Attorney's daily schedule and assist in managing the City Attorney's schedule, handle travel arrangements, and manage changes, as circumstances require.
12. Create City Attorney documents in Sire for Agenda and track and monitor City Attorney agenda items and attend meetings as needed; assist City Attorney to prepare for the City council meeting,

- including gathering and noting items of interest, agenda and back up materials; attend to issues that arise out of City Council meeting.
13. Maintain, coordinate and schedule appointments and schedule facility.
  14. Assist in preparing City Attorney fiscal budget.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.
- C. Coordinate with other municipal, state, and federal agencies.
- D. Be dependable and meet acceptable attendance requirements at all times.

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

#### **Knowledge of:**

- Modern office practices, operations, administrative procedures and methods, telephone and reception techniques, and computer equipment, programs, applications and uses; Computer software used in a law office general municipal or governmental legal office practices and procedures.
- Rules for formatting, preparation, filing and service of legal documents.
- Organization skills, procedures and operating policies, principles, procedures and practices of municipal government administration.
- Basic public relations techniques.
- Methods of research and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Functions of the various City departments and their interactions.
- Correct English usage, spelling, grammar and punctuation, vocabulary, and business letter writing and basic report preparation techniques.
- Customer service needs and delivery.
- Interpret and apply City, administrative and department policies and procedures.

#### **Ability to:**

- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations; Resolve disputes which are emotional, controversial, confrontational or adversarial.
- Perform a range of legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription.
- Handle multiple tasks and shift priorities to meet deadlines as needed.
- Understand and carry out complex oral and written instructions.
- Work as an effective team member and also perform work independently and make routine decisions in the absence of supervision.
- Use initiative and independent judgment within established guidelines.
- Build and maintain a network of contact within the residential, government and business communities.
- Manage multiple priorities and strict deadlines.
- Operate with technical proficiency modern office equipment; Computer programs such as Windows Google Apps, Microsoft Office, Adobe and software commonly used in a law office.
- Prepare and write a variety of e-mail, reports, memoranda, correspondence and analyses; Type neatly and accurately from rough drafts, reports, and dictating equipment;
- Read and understand legal documents; Develop and maintain accurate recordkeeping systems.

- Establish and maintain effective working relationships and customer service levels throughout the course of everyday business. Deal effectively with a wide variety of personalities and situations requiring diplomacy.
- Communicate clearly and concisely, both orally and in writing.
- Analyze situations carefully and adopt effective courses of action.
- Multi-task, prioritize projects and complete work within deadlines.
- Maintain a calm demeanor while communicating with individuals who are angry, emotional, confrontational or adversarial.
- Maintain confidentiality and handle sensitive material concerning the City

**Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: High school diploma or equivalent. Associate’s degree in business administration, public administration, legal or related field. Bachelor’s degree preferred.
- Experience: Two years’ of administrative experience assisting legal counsel or high-level executives.
- License or Certificate: Must possess, at the time of employment and continuously throughout employment, a Class “C” driver’s license.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is present due to occasional bending, twisting, reaching, stooping, walking and standing. Must be able to handle stressful situations and carry/lift loads of up to 25lbs

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: July 2012