

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Department Assistant/Paralegal

Department: Legal

FLSA Status: Non-Exempt

Reports to: City Attorney

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Position provides advanced clerical and administrative support for the Legal and Code Enforcement divisions of the Legal Department.

Essential Functions

- Composes and prepares reports, statistical data, correspondence, and other documents.
- Prepares and submits purchase orders and invoices for payment.
- Performs records management services.
- Answers department telephones, assists customers with their requests, takes messages and resolves or refers complaints to appropriate staff person.
- Researches and compiles information.
- Makes meeting arrangements.
- Attends meetings, takes notes and prepares minutes in publishable form.
- Responds to and researches public record requests.
- Maintains legal, hearing, and project records.
- Maintains law library, including computerized law library.
- Maintains and coordinates tracking and suspense of case calendar. Monitors legal deadlines for professional staff.
- Arranges for filing and service of legal documents.
- Assists with all risk management functions include processing of claims for damages and litigation, and participating in the City's insurance pool annual review process.
- Tracks and maintains all collection accounts with the City's collection agency.
- Records City documents with the County Recorder.
- Prepares filings for district court nuisance abatement complaints and proposed orders.
- Assembles City Council agenda bills.
- Assists with updating the City's web page with Department information.
- Develops brochures and related materials.
- Performs other duties as assigned.

Secondary Functions

- May serve as the City's delegate or alternate delegate to Washington Cities Insurance Authority.
- Coordinates bidding and contract process.
- Orders office supplies.
- Prepares legal notices for publication.
- Receives, sorts, date-stamps, and distributes incoming mail.
- Serves on and participates in various employee committees.

Job Scope

Position involves a moderate degree of complexity with recurring work situations with occasional variations from the norm. Incumbent operates independently with minimal supervision, determines own practices and procedures, and contributes to the development of new concepts.

Supervisory Responsibility

The Department Assistant may supervise other clerical staff, volunteers or interns. May assist in interviewing, hiring recommendations, training, planning, and assigning work.

Interpersonal Contacts:

Contacts are normally made with others both inside and outside of the organization, including City staff, the general public, and elected officials. Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

Specific Job Skills**Knowledge of**

- Advanced administrative management practices and procedures and office equipment.
- Business English and letter writing, document preparation, and spelling.
- Administrative and procedural policies and regulations of a municipality.
- Practices and policies of providing quality customer service, including dispute resolution techniques.
- Word processing, spreadsheet and database programs. Knowledge of Microsoft Word, PowerPoint and Excel preferable.
- Washington State municipal, district, superior and appeals court rules and procedures.
- Legal terminology, forms, publications; court processing and public document requirements.
- Law library use and maintenance of information.
- Real property procedures including foreclosures and liens.
- Legal record keeping requirements.
- Research techniques and procedures.
- Preparation and presentation of financial, statistical and narrative reports.

Ability to

- Type 40 words per minute.
- Operate standard office equipment.
- Work independently from general instructions and broad work expectations.
- Exercise strong attention to detail.
- Work in a rapid-paced environment.
- Handle multiple priorities and projects.
- Meet deadlines.
- Maintain effective relationships with others.
- Exercise discretion in confidential matters.
- Provide excellent customer service, problem recognition and dispute resolution skills.
- Communicate clearly verbally and in writing.
- Exercise individual initiative.
- Understand, interpret and efficiently carry out complex oral and written instructions.

Mental Activities

Position requires frequent decision making, use of discretion, independent judgment and/or action, interpersonal skills, teamwork, problem analysis, ability to read, write, speak, and understand English; occasional creativity and negotiation; rare mentoring, training/supervision and performance of basic and advanced math.

Physical Activities:

Position requires frequent hearing, sitting, fingering, and repetitive motions of hands and wrists and occasional standing, walking, stooping, reaching, feeling, talking, handling, and bending. Position requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

Graduation from high school or equivalent and four years increasingly responsible administrative and clerical experience in a legal environment OR any combination of education and experience that would fulfill the requirements of the position. Experience working for a municipal organization preferable.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Work is performed in an office, which is busy, oriented to public service and subject to frequent work interruptions. The noise level in the work environment is usually moderate. May require travel to deliver mail and/or attend meetings.

Position may involve attendance at meetings off-site and before or after normal working hours.

Adopted – 3/19/10