

CITY OF CHATTANOOGA
Classification Specification Title: Legal Assistant

Department: City Attorney

Pay Grade: GS.06

Supervision Received From: Senior Assistant City Attorney

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 7/21/14

Revision Dates: 4/2/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

The primary function of an employee in this class is to provide administrative support for the City in-house legal team. Duties may include assisting them in case preparation and processing, composing routine correspondence, coordinating discovery requests, disclosure statements and routine portions of briefs, assembling necessary case file contents for legal proceedings or claims processing, updating calendars and scheduling interviews. Work is performed with limited supervision.

SERIES LEVEL: The Legal Assistant is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Prepares and edits memos, general correspondence, contracts, agreements and pleadings from drafts for attorney signature.

Prepares files for pretrial conferences, trials and sentencing from daily docket, locates files and requests supplemental reports.

Orders and assembles documents and materials required or requested by an attorney. Prepares discovery materials including the preparation of disclosure statements and lists of witnesses and exhibits and witness notifications, at the direction of an attorney.

Prepares standard pleading forms, trial subpoenas and personal service requests for witnesses, officers and victims.

Contacts appropriate agencies and courts regarding status of pleadings, scheduled hearings and other case information.

Coordinates interviews by scheduling dates and times, confirms appointments and calendars with attorneys, opposing counsel, officers, victims and victim advocates.

Maintains calendars of attorney appointments, meetings, interviews, court appearances and deadlines for court filings.

Contacts people in other departments to keep them informed of the status of relevant files, cases and schedules hearing dates.

Files and indexes office records, subject files, legal documents and library materials; scans and purges closed cases files.

Proofreads ordinances, resolutions, briefs, legal documents and other material for accuracy and completeness.

Answers phones, assists the public with inquiries and information requests, and performs other miscellaneous administrative duties.

Gathers and maintains relevant information and materials for reports requested by attorneys and City Attorney.

Creates, updates and maintains databases. Orders, stocks and distributes office supplies and equipment.

Establishes, organizes and maintains filing systems; scans and indexes records into electronic document management systems; assists with records retention and destruction.

Opens, sorts and distributes mail; prepares outgoing mail.

Provides complex, specialized administrative and technical support for a department in processing timesheets, preparing personnel change forms, maintaining department files and information, maintaining calendars of events, meetings, deadlines, preparing and publishing legally required notices and/or other related documents.

Prepares for staff, City Council, Board and/or Commission meetings and/or special events which includes preparing meeting agendas and packets; publicizing meetings; recording meeting activities; transcribing and disseminating meeting minutes; scheduling; preparing and disseminating invitations, meeting announcements, legal ads and public notices; coordinating and assembling applicable materials; setting up rooms; ordering meals and snacks; receiving attendance confirmations and/or performing other related activities.

Researches legal publications, databases and public records and compiles information to draft documents.

Compiles, finalizes and files legal documents with various courts in accordance with established procedures.

Organizes, manages and maintains legal files and documents in accordance with accepted legal practices.

Contact, coordinate and schedule court reporters, videographers, and counsel for all parties to schedule depositions and notify parties of said depositions.

Has knowledge of Court rules from local to State level and federal level and filing procedures for each court.

Maintain and notarize affidavits pursuant to State law.

Be familiar with website requirements for federal, state and local governments in filing necessary pleadings, tax documents, and annual reports.

Maintain lists of active matters for federal reports and audits.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any): Maintain any civil rights litigation or matters for annual reports so that various departments can meet grant requirements and file their required reports.

MINIMUM QUALIFICATIONS: High School Diploma or GED; and two (2) years of experience in a law office or related environment or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

LICENSING AND CERTIFICATIONS: Valid Drivers License

SUPPLEMENTAL INFORMATION:

Knowledge of customer service procedures and standards; standard office practices and procedures; court record keeping procedures; legal terminology and legal forms, methods and procedures; office filing procedures; electronic filing rules and procedures regarding for state and federal court filings; English language, grammar and punctuation; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; filing; composing a variety of business correspondence; preparing legal forms and documents; scheduling and coordinating special events and meetings; keyboarding; using modern office equipment; transcribing dictation and meeting minutes; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; preparing and proofreading a variety of routine reports and/or documents; maintaining confidentiality; maintaining records and files; communication and interpersonal

skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.