

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

**JOB TITLE: EXECUTIVE SECRETARY/PARALEGAL (Job Code 396).**

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### GENERAL STATEMENT OF JOB

Under the direction of the City Attorney, performs paralegal, clerical and office support work for the City Attorney and/or City Manager's Office as assigned. Work involves utilizing a wide range of legal or specialized knowledge to provide legal research and support services. Position performs a variety of secretarial and administrative duties to support the legal activities and operations of the City. Work involves considerable preparation of numerous legal documents such as municipal information, subpoenas, depositions, forfeitures, and small claims actions. Employee is responsible for receiving and transcribing confidential and routine correspondence, screening and independently handling a variety of inquiries by telephone and in person, and maintaining a variety of confidential records and files. Works as liaison with City staff, outside attorneys, parties to litigation and the public.

### ESSENTIAL FUNCTIONS

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Coordinates meetings for the City Attorney with City staff, outside legal counsel, various groups, organizations and committees.

Writes, edits or coordinates the preparation of agenda items, ordinances, resolutions, reports, letters, minutes or other printed material at the direction of the City Attorney.

Writes, edits, or coordinates the preparation of motions, briefs, memoranda, proposed orders, hearing notices, forfeitures, complaints, small claims actions, subpoenas, depositions and other legal documents according to the City Attorney's directives.

Dockets due dates for new lawsuits received by the City, notice of depositions, arraignments, trials and briefs.

Prepares municipal information for filing in County Court. Prepares case file for court including subpoenas for officers, reports, exhibits and defendant background.

Prepares cases for trial including trial notebooks, legal research, exhibits, reports, subpoenas and other legal documents.

Conducts legal research independently and at the direction of the City Attorney.

Maintains the City's law library, inserting monthly and yearly supplements.

Responds to a wide range of inquiries, complaints, and concerns by investigation and coordination with appropriate departments.

Works as liaison with city employees, outside attorneys, Clerk of Court, parties to litigation, title companies, bank representatives and the public. Answers questions from employees or the public concerning policies, procedures or deadlines.

Performs research as needed to verify existence of active city code violations, outstanding liens and other related information. Assists City Attorney in settlement of City liens.

Performs special projects as assigned by the City Attorney.

Performs research and analysis and assembles information using internal and external sources.

Maintains City Attorney case management tracking system.

Performs related work as required.

Performs other duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited institution supplemented by five (5) years of progressively responsible experience in local government. Successful completion of approved paralegal certification program or associates degree in paralegal certification.

Proficient in legal research, including the use of Westlaw, Internet services, library materials, and factual research.

Must be able to obtain State of Florida Notary Public status.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing, bending, reaching and sitting; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier and fax machine.

No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, sitting standing, pushing, and pulling.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Data Conception: Requires: Demonstrates the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Demonstrates the ability to speak and/or signal people to effectively convey or exchange information. Includes giving and receiving instructions, assignments and/or direction.

Language Ability: Demonstrates the ability to read and comprehend a variety of materials relevant to government, legal, and city administration operations that ranges from moderate to complex levels.

Intelligence: Demonstrates the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Demonstrates the ability to communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Demonstrates the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Demonstrates the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Demonstrates the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents and operating appropriate office equipment.

Manual Dexterity: Demonstrates the ability to properly and effectively utilize a variety of modern office equipment, especially that of a P.C., printer, scanner and P.C. related equipment, hardware, and software.

Color Discrimination: May require the ability to differentiate between colors or shades of color depending on department of assignment.

Interpersonal Temperament: Demonstrates the ability to deal with people from a variety of departments and agencies in both giving and receiving. Must perform under stress of frequent deadlines.

Physical Communication: Demonstrates the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear). Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, or feel objects and controls.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of computer software, including word processing, spreadsheet, document management, electronic mail and database programs.

Knowledge of city laws, regulations, policies and practices.

Skilled in both writing and oral communication for effective expression and clarity.

Skilled in legal practices and premises, regarding local government practices.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments with which position interacts.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining required attention to detail to ensure accuracy in performing assigned tasks.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date