

Legal Assistant/Mayor's Secretary – The City of Bryant is accepting applications for **Legal Assistant/Mayor's Secretary**. Starting salary \$12.76 per hour plus, depending upon experience and education. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., July 10, 2013 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

Researches law, investigate facts, and prepares documents to assist Lawyer by performing the following duties. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains and organizes litigation case files.
2. Maintains and organizes files containing correspondence and other documents.
3. Assists in the preparation of legal documents of a routine nature
4. Assists in the preparation of cases of a routine nature.
5. Prepares, date stamps, and distributes all correspondence on behalf of Mayor and staff attorney.
6. Responds to general public inquiries; returns phone calls and assists citizens with general information.
7. Forwards public inquiries to appropriate department, staff, or official for response or resolution of issues.
8. Maintains calendar, arranges travel plans, completes convention/seminar/training registration, and schedules meetings and appointments on behalf of Mayor and staff attorney.
9. Prepares proclamations reports, and certificates for Mayor review and approval.
10. Submit invoices for payment, order office supplies, follow up on issues involving billing charges incurred by Mayor or staff attorney's office.
11. Investigates facts of a limited scope and obtains documents as needed for attorney.
12. Performs preliminary work in preparing responses under the Arkansas Freedom of Information Act.
13. Communicates with staff members, Department heads, and others to obtain information needed by the Mayor and staff attorney.
14. Maintains legal library.
15. Prepares memoranda regarding public complaints/concerns for distribution to appropriate official and/or department heads.

16. Answers telephone calls on behalf of Mayor and staff attorney; receives visitors for Mayor and attorney.
17. Files paper or digital pleadings with court, depending on the forum.
18. Assists in the preparation of discovery and discovery responses.
19. Acts as liaison between Mayor and members of the staff and public.
20. Interact with team members.
21. Ability to work overtime. Regular and punctual attendance.
22. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of legal field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Drivers License, Paralegal Certificate preferred

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Paralegal certificate helpful, but not required.

SOFTWARE SKILLS REQUIRED

Mastery: Contact Management, Word Processing/Typing

Intermediate: Presentation/PowerPoint, Spreadsheet

Basic: Accounting, Alphanumeric Data Entry, Database

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, use hands to finger, handle, or feel; frequently required to sit, reach with hands and arms; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.