

LEGAL ASSISTANT

SUMMARY:

Under limited supervision, receives, reviews, and researches a variety of legal complaints, pleadings, title searches, etc; prepares drafts for review or presentation by attorneys; and performs other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Receives, reviews, and drafts responses to variety of legal complaints, notices, reports, filings, outstanding accounts, etc. under supervision of attorney.
2. Establishes, monitors and maintains legal files.
3. Schedules, prepares agendas and minutes, responds to inquiries related to Nuisance Abatement Board and/or other boards as needed.
4. Drafts maps, charts, and spreadsheets as requested by attorneys.
5. Orders, performs searches and reviews of titles regarding foreclosure and quiet title complaints, motions, notices, judgments, etc.
6. Receives and reviews outstanding invoices, researches property ownership information, and prepares related legal documents.
7. Responds to inquiries from the public and other agencies related to legal proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legal research practices and procedures.
- Knowledge of general office equipment.
- Knowledge of computer hardware and software pertinent to area of assignment.
- Knowledge of budget monitoring practices.
- Knowledge of customer service and public relations practices and procedures.
- Knowledge of legal document preparation and dissemination.
- Skill in receiving and reviewing a variety of legal documents.
- Skill in utilizing written and verbal communication skills in preparing legal documents, notices, and minutes.
- Skill in accurately researching and preparing responses for a variety of legal pleadings, notices, etc.
- Skill in utilizing a variety of computer software programs to develop legal documents, spreadsheets, etc.
- Skill in prioritizing and handling multiple tasks simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate's degree and three (3) years of progressively responsible legal office experience in the research, review and preparation of legal documents and pleadings, or any equivalent combination of training and experience required. A valid Florida driver's license is required.