



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

March 6, 2018

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

LEGAL ASSISTANT

The Legal Assistant provides support to the Legal Department and staff in matters involving the legal department.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to the City's attorneys
 - 1.1 Composes correspondence and follows up on letters
 - 1.2 Under direction of an attorney, prepares draft forms of various legal nature
 - 1.3 Under the direction of an attorney, processes claims made against the City for damages
 - 1.4 Collects unpaid utility bills, returned checks, and other unpaid obligations owed to the City
 - 1.5 Schedules and maintains calendar appointments and court appearances for City attorneys
 - 1.6 Greets and screens visitors on the phone or in person
 - 1.7 Provides information to the public on routine legal processes or procedures
 - 1.8 Plans, supports, and implements logistics for executive level internal events, meetings, and conferences
 - 1.9 Assesses urgent situations and determines appropriate actions, monitors status of pending legal matters, and keeps attorneys informed by communicating a wide variety of information
 - 1.10 Provides administrative support to the City's legal department to enhance office effectiveness including communicating with staff, answering and directing phone calls, monitoring deadlines and juggling calendars.
2. Processes claims against the City at the direction of an attorney
 - 2.1 Receives all claims against the City alleging injury to persons or property
 - 2.2 Obtains claimant reports, City department information, and police reports necessary to process claims
 - 2.3 Notifies City's insurance carrier after consultation with City Attorney
 - 2.4 Prepares check requests to pay claims or demand letters to request payment of claims to City
3. Provides clerical support to City's Administrative Law Judge (ALJ)
 - 3.1 Dockets requests for hearings
 - 3.2 Coordinates court docket with ALJ
 - 3.3 At the direction of the ALJ, drafts/prepares all necessary notices and orders
 - 3.4 Attends administrative hearings and provides clerical support
 - 3.5 Collects fines imposed by ALJ
4. Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Experience providing legal and administrative support and demonstration of strong organization and communication skills. Familiarity with law, legal procedures and protocols, and court system. Ability to manage multiple activities and work in a high pressure environment. Legal Assistant certificate from an accredited school, or college level writing, English or other communication coursework is preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of City programs, services and administrative procedures; knowledge of civil and criminal court processes; knowledge of legal ethics and adherence to confidentiality standards; knowledge of telephone etiquette
2. Skill in word processing, office machine usage and the operation of computers

3. Ability to use independent judgment; ability to communicate effectively both orally and in writing; ability to meet deadlines; ability to be reliable and dependable; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to supervise and motivate personnel
4. Skill in resolving disputes and complaints from the public, and to provide good customer service

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Grade: 18

Salary: \$40,323 - 60,988 Typically hire at minimum

CLOSING DATE: Open until filled

CITY APPLICATION MUST BE COMPLETED

Application available on website at www.sslc.com.

**Email to HR@sslc.com or fax to 801-412-3276, or apply in person at
CITY OF SOUTH SALT LAKE, 220 E MORRIS AVE, 2ND FLOOR (2430 South)
2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A BACKGROUND CHECK
AND DRUG SCREEN**

EQUAL OPPORTUNITY EMPLOYER. THIS ORGANIZATION USES E-VERIFY.