



City of Pittsfield *Job Description*

Position Title:	Legal Assistant	Grade Level:	Grade 18
Department:	Office of the City Solicitor	Union/Non-Union:	Non-Union/Exempt
Reports to:	City Solicitor, Mayor	Date Prepared:	06/22/2017

Job purpose

The purpose of this position is to provide administrative support to the Office of the City Solicitor. The incumbent performs highly responsible and varied administrative, clerical and legal duties, often requiring an independent exercise of administrative judgment and decision-making.

Duties and responsibilities

1. Acts as the department's representative responsible for independent exercise of administration judgment and decision making, performing highly responsible and varied administrative, clerical and legal duties, including but not limited, to fiscal and accounting operations, monitoring the office budget, making department expenditures and processing departmental payments.
2. Provides clerical assistant to the city attorney(s), city departments, & city commissions in drafting and revising ordinances, orders, special acts, property deeds, and various communications; Assists with correspondence(s) to the Mayor and City Council; researches the General Laws and City Code for specific legislation.
3. Acts as a liaison with city departments and agencies, state and local agencies, city consultants, defense attorneys, and insurance companies.
4. Processes property damage claims against the city and forwards to the city's insurance company; assists with the investigation(s) by working with the city departments, board, agencies and help drafting the reports for the city's insurance company.
5. Prepares and files claims for recovery of monies for property damages for various city departments and follows through with the investigation of the claims.
6. Provides legal assistance to the Tax Collector's Office and Treasures Office with collecting outstanding taxes by drafting demand letters and all or any document necessary to collect taxes and fees; contacts tax payers, financial institutes, and attorneys.
7. Drafts and files tax lien complaints with land court; conducts title searches; searches for heirs, probates, drafts any and all documents necessary to follow through the process until properties are foreclosed or redeemed; Prepares update reports for the administration.
8. Drafts and files code enforcement complaint with housing court; drafts any and all documents necessary to follow through the process until the violations are cured and fines/fees are collected, including sheriff's service request.

9. Serves as office receptionist - taking phone call, assisting walk-ins, handling public and internal inquiries; receives, reviews, directs, and files all incoming mail; maintains and organizes all files; maintains legal calendar, appointment schedules and docket; maintains and updates law library.
10. Performs all other related duties as may be required or assigned by the City Solicitor and/or the Mayor.

Qualifications

1. High school diploma or equivalent, preference for college-level degree with concentration in law, business, or relevant/related field.
2. Certification as a Paralegal or Legal Assistant
3. Five (5) years' of related experience in an administrative capacity, specifically in a law office (preference in municipal government.)
4. Proficient with computers and Microsoft Office programming; experience with MUNIS preferred.
5. Exceptional interpersonal skills with proven ability to collaborate effectively and cordially with other employees, departments, elected officials, and public.
6. Ability to work confidentially and autonomously in an efficient and productive manner; Honesty, reliability, discretion, and good judgment is essential.
7. Well-organized and highly motivated, and perform responsible and complex administrative tasks with continued interruption.
8. Must communicate clearly and effectively both verbally and in writing; ability to use proper grammar to create correspondences.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Legal Assistant, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

The essential functions of this position require the incumbent to operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office and the building(s). Lifts/moves objects weighing up to 10 pounds.

Direct reports

None

Approved by:	<i>Michael J. Taylor</i>
Date approved:	06/2017
Reviewed:	06/2017