



MARIN MUNICIPAL WATER DISTRICT

Administrative Legal Support Specialist

DEFINITION

Under supervision of the General Counsel and General Manager's Office, this position performs variety of complex legal and administrative tasks and other confidential duties for the General Counsel's Office, and secretarial duties for projects and programs related to the General Manager's office and the North Bay Watershed Association. Incumbents are expected to handle highly confidential and sensitive matters.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Staff Secretary and Administrative Assistant by the complexity of assignments and the use of independent judgment in initiating and completing work assignments. Tasks performed require the application of specialized knowledge and understanding of legal terms and procedures involved in the preparation and processing of a wide variety of confidential information unique to the General Counsel and General Manager's Office including employee relations, labor contract negotiations, budget, personnel, and legal matters.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Observes confidentiality while performing difficult and complex secretarial duties for the General Manager and General Counsel Offices that include exposure to confidential matters and maintenance of confidential files.
- Serves as receptionist, screening visitors and telephone calls to determine the nature of business or inquiry, taking messages or referring to other staff as appropriate, responding to inquiries or complaints, and resolving matters not requiring legal or management advice.
- Analyzes statistical data and District policies and applies results to problem solving.
- Communicates extensively with the public and other agencies to explain District policy and procedure.
- Assists in organizing and preparing the District's Board and committee agenda meeting packets and materials and packaging informational materials.
- May act as recording secretary at District meetings, assemble agenda items and prepare minutes.
- Prepares or assists in the preparation of a wide variety of reports, letters, memoranda, statistical data and other materials from rough draft, copy, and notes; and reviews for compliance with established procedures, accuracy and proper grammar, making corrections as necessary.
- Performs a wide variety of complex, legal and administrative tasks and other confidential duties for the General Counsel's Office.
- Organizes litigation files and liability insurance claims documents, reviews and organizes records.
- Performs legal research under the direct supervision of the General Counsel.

- Reviews contracts and insurance certificates; drafts ordinances; provides support and assistance to various Boards and committees.
- Researches and analyzes a variety of sources such as statutes, ordinances, court decisions, legal documents and articles for use in preparing legal documents, opinions, contracts, ordinances, resolutions, briefs and pleadings.
- Drafts and reviews legal documents for form and completeness, including proofreading and cite checking.
- Prepares printed materials; delivers documents and materials; and performs all other related duties as assigned.
- Follows applicable safety rules and regulations.
- Performs the duties of the Administrative Secretary to the General Manager in her absence and as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Modern office techniques, filing systems and practices, including letter and report writing, receptionist and telephone techniques.
- Proficient use of English language, proper spelling, grammar, punctuation and writing practices.
- Basic legal concepts, terminology and procedures.
- General legal reference materials, research methods and filing systems.
- Proficient and advanced use of PCs, Windows, spreadsheet and word processing programs and other standard office equipment.

Ability to:

- Handle difficult, confidential and sensitive assignments;
- prepare clear and concise records, reports and correspondence;
- understand statutes, court decisions, ordinances, resolutions and legal documents;
- effectively apply pertinent policies, procedures, regulations, and contract provisions;
- exercise sound judgment when evaluating consequences of alternative courses of action;
- establish and maintain confidential and statistical records, reports, and files;
- compose correspondence and reports independently;
- perform difficult and responsible secretarial work;
- type at a rate of 60 words per minute;
- operate PC's in a Window's environment, utilize word processing and spreadsheet software, and a variety of standard office equipment;
- communicate and interact effectively with those contacted in the course of work; and
- exhibit flexibility and cooperative approach to work duties and relationships.

Training and Experience:

- Three years of responsible advanced level administrative and secretarial experience which includes at least one year performing legal administrative work in public law office or similar work environment to public agency. College level coursework in business or legal administration is desirable.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Must be available to attend evening meetings.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: October 2004
Revised: October 2008
Approved by: Human Resources Manager