



JOB TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: LEGAL

JOB CLASS NUMBER: 3150

DIVISION: PROSECUTING

REVISION DATE: 1/6/2025

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The Administrative Assistant is responsible for performing advanced technical, paralegal, clerical, business and personnel management tasks to relieve the City Attorney of routine administrative details relating to programs of the Pre-Trial Diversion/Criminal Division of the Legal Department.

EXAMPLES OF DUTIES:

- *Assists the City Attorney with a variety of administrative duties, division operations, schedules, and staff meetings*
- *Timekeeper*
- *Ensures proper and productive performance for each*
- *Assists in recruiting, screening, testing, placement and orientation of new clerical employees*
- *Assists in preparation and maintaining compliance with the annual operating budget*
- *Serves as purchasing officer*
- *Attends all business meetings associated with the division*
- *Responsible for maintaining legal records, documents and minutes of meetings of the division*
- *Manages all staff in a courteous, productive, professional manner*
- *Consults with the City Attorney regularly on the productivity of the office*
- *Works with other legal administrative assistants within the Legal Department.*

TRAINING AND EXPERIENCE:

- *High school diploma or GED from an accredited institution*
- *At least four (4) years of progressively responsible clerical experience, including two (2) years as administrative assistant or office manager in the criminal law field.*
- *Three (3) years' experience as a Paralegal or legal assistant or certificate of satisfactory completion of an American Bar Association approved comprehensive course in Paralegal studies.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of criminal processes*
- Able to follow instructions*
- Able to organize personal work production*
- Able to give instructions and oversee work production of employees*
- Skills in typing and dictation*
- Able to handle transcription*
- Knowledge of bookkeeping*
- Knowledge of purchasing procedures*
- Knowledge of insurance forms and procedures*

LICENSES AND CERTIFICATES:

- *Possesses and maintains a valid Louisiana State Driver's license and an acceptable driving record.*

INTERNAL POSTING PERIOD: 1/8 - 1/15/25

Position posting goes public after 10th day.