

**MERCED IRRIGATION DISTRICT
LEGAL ASSISTANT**

FLSA Status – Non-Exempt
Unrepresented – Grade K

DEFINITION:

Under direction and supervision of the General Counsel, perform a variety of responsible, confidential, administrative and legal administrative functions in support of the General Counsel.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide complex, confidential administrative and legal assistant support to the General Counsel, as well as outside counsel as may be appropriate or directed by General Counsel;
- Provide administrative follow-up to General Counsel activities either as directed, or on own initiative; schedule meetings and coordinate travel arrangements including accommodations and conferences;
- Attend and provide assistance to the General Counsel, General Manager or other department heads as may be directed or appropriate at meetings of the Board of Directors, committee meetings, or such other meetings as the General Counsel directs; prepare and present effective written and/or oral reports as directed;
- File pleadings in both state and federal jurisdictions utilizing both electronic and traditional filing procedures; effective service of process according to applicable statutes and rules of court;
- Prepare legal correspondence and legal documents for General Counsel review, including but not necessarily limited to claims or responses to claims, pleadings, resolutions, Board of Director background reports and agenda materials, contracts, deeds, discovery requests or responses, Public Records Requests, and other similar legal documents as may be directed;
- Perform high level legal research as may be appropriate or directed by General Counsel to assist General Counsel or outside counsel, or consultants, and to confirm legal procedural requirements including performing analysis and interpretation of applicable laws, codes, ordinances or rules, all under the direct supervision of General Counsel;
- Assist in the compilation and maintenance of a legal library and electronic research and filing system; index and file legal records, documents, correspondence and reports;
- Organize and summarize documents in response to discovery requests, Public Records Requests and Administrative Record cases;
- Maintain the General Counsel's appointment calendar and prepare the General Counsel to address pending matters or the Board of Directors;
- Schedule and arrange meetings and depositions, including contacting participants, reserving rooms and other arrangements, preparing and distributing notices and agendas, assembling materials and information for meetings;
- Maintain General Counsel and legal calendars, including calendaring litigation dates and obtaining procedural information from applicable statutes, rules, Rules of Court, etc.;
- Represent the General Counsel or the District on legal secretarial support or administrative issues as may be assigned and/or attend meetings with the General Counsel, as directed;
- Receive and screen General Counsel visitors and telephone calls, assist callers or staff as may be appropriate after determining the general nature of assistance required, screen and route correspondence to the General Counsel, prioritize issues and communicate with General Counsel or outside counsel, as needed;
- Relieve General Counsel of administrative details and take follow-up action as may be directed or on own initiative, as may be appropriate;

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- Keep General Counsel or other department heads informed of pertinent matters, and assist with special projects as assigned;
- Assist General Counsel with legal budget administration including budget development and justifications, monitor expenditures in relation to approved budget levels and invoicing, review legal and outside consultant billing statements and invoices for accuracy and keep General Counsel advised of relevant issues relating to the same;
- Build and maintain positive working relationships with the General Counsel and other department heads and administrative staff, Board of Directors, outside counsel and consultants, outside agencies and District stakeholders;
- Perform other related duties, as directed or assigned by the General Counsel.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable. Typical ways of obtaining required knowledge and abilities would be:

Experience and Education:

- Five (5) years of performing advanced legal administrative or secretarial experience in support of managerial attorney practicing in civil, administrative, water, labor, and/or natural resource law, preferably in a public agency setting or in advising public agencies;
- High school diploma or equivalent, and/or certificate of completion of paralegal program.

Knowledge of:

- State and federal court filing requirements, including e-filing;
- Principles and practices of researching public agency documents;
- Microsoft office programs, particularly Word, PowerPoint and Outlook;
- Basic computer programs for legal research and administration, such as Westlaw or Lexis;
- Legal principles, practices and terminology, including the areas of water, environmental, civil, contract, employment, administrative law and procedures.

Abilities:

- Exercise independent judgment and reason objectively;
- Self-directing and organized;
- Assess, project and plan work activities on a daily and weekly basis;
- Document concisely, accurately and timely;
- Handle a variety of duties which may be interrupted or changed by immediate circumstances;
- Handle difficult, confidential and sensitive assignments; effectively organize and handle multiple competing priorities and deadlines;
- Exercise good judgment and discretion in handling highly confidential matters;
- Understand, analyze and be able to discuss business and legal documents;
- Exercise sound judgment when evaluating consequences of alternative courses of action;
- Establish and maintain confidential business records, reports and files;
- Compose correspondence, legal documents, reports, etc. independently;
- Perform difficult and responsible administrative, secretarial and office management tasks;
- Know and understand all aspects of the job, intermittently analyze legal documents, reports and special projects, identify and interpret technical legal information, observe and problem solve.

NECESSARY SPECIAL REQUIREMENTS:

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- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program;
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun;
- Irregular or extended work hours: Occasionally required to change working hours or work overtime;
- Work performed in an office environment.

TYPICAL PHYSICAL DEMANDS:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings;
- Transport, set-up and removal of promotional equipment and materials at various public functions;
- Use of office equipment such as computer, copiers, scanners, and fax machines;
- Capable of negotiating stairways and uneven ground from time to time.

Sitting:	Remains in a seated position for up to eight (8) hours per day;
Hands/Arms:	Operates computer for up to eight (8) hours per day;
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds;
Stooping:	Bends body downward and forward by bending at the knees or waist;
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone;
Hearing:	Hears well enough to receive communications in person and by telephone;
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.