



## **TOWN OF SURFSIDE**

### **EXECUTIVE ASSISTANT TO TOWN ATTORNEY**

**DEPARTMENT:** LEGAL

**EXEMPT**

#### **GENERAL DESCRIPTION:**

Specialized and confidential administrative support work involving legal administrative duties requiring a working knowledge of the organization and programs under the jurisdiction of the Town Attorney. This position is responsible for administrative (Paraprofessional) support, researching legal issues, preparing legal documents, and providing administrative support under the direct direction and supervision of the Town Attorney.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Researches, reviews, gathers and compiles information and records for the Town Attorney.
2. Drafts and tracks ordinances, resolutions, releases, deeds, pleadings, motions and correspondence on general or legal subjects on a regular basis.
3. Under the direction of the Town Attorney, assists in preparation and maintenance of Town ordinances, and resolutions.
4. Conducts initial review of Town Commission agenda items requiring legal review.
5. Serves as executive assistant to the Town Attorney by planning, initiating and carrying to completion secretarial and administrative duties that would otherwise require the Town Attorney's attention.
6. Assists Town Commission and Charter Officers directly in responding to citizen inquiries and providing information relating to the Town under direction of the Town Attorney.
7. Attends meetings and transcribes summary of action and/or minutes, as requested by the Town Attorney.
8. Schedules and maintains Town Attorney's calendar of appointments, hearings, trials, activities and meetings. Makes travel arrangements as necessary.
9. Screens calls for Town Attorney, receives and evaluates calls for Town Attorney and facilitates requests for information and resolution of problems.
10. Exercises reasonable initiative and independent judgment in responding to inquiries from municipal employees, department directors, and general public; personally addressing administrative matters which do not involve policy determinations and in recognizing and immediately bringing to the Town Attorney's attention matter of priority concerns.
11. Works independently and within a team on special and nonrecurring and ongoing projects. Acts as a project manager for special projects, at the request of the Town Attorney, which may include: planning and coordinating multiple presentations, disseminating information, and organizing legal department events.

12. Coordinates, attends, and participates in administrative meetings and any board and committee meetings as required.
13. Prepares reports as required and maintains efficient files and records.
14. Processes purchase requests, purchase orders, and request for payments with department budget.
15. Assists administratively in litigation preparation by reviewing, researching, preparing and filing pleadings.
16. Files office correspondence and records, and makes sure notices, memoranda, directives and related materials are properly distributed and disposed of.
17. May function in any emergency management role or capacity in the ICS to include, Logistics, Operations, and Planning.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of legal office practices and procedures, legal terminology, business English, spelling, grammar and commercial arithmetic.
- Knowledge of computers and relevant software.
- Knowledge of rules, regulations, procedures and functions of municipal offices, municipal codes, ordinances, resolutions and regulations; municipal organization programs and policies; functions of the courts.
- Knowledge of the operation, functions, and scope of authority of municipal offices as related to the handling and disposition of complaints, requests for information and delegated administration details.
- Knowledge of uniform book citations and other legal research resources available.
- Knowledge of civil court procedures and litigation.
- Ability to compose legal documents, including memoranda, resolutions, ordinances, pleadings, with a minimum amount of supervision.
- Ability to comprehend various types of written information including legal documents.
- Ability to establish and maintain effective working relationships with other officials and employees of the Town, County, state and federal governments and agencies, representative of other utilities and the general public.
- Ability to handle several assignments concurrently and prioritize effectively.
- Ability to type and to transcribe from machine or oral dictation.
- Ability to maintain security and confidentiality.
- Ability to read, analyze and interpret common legal publications and documents.
- Ability to handle customers, regulatory agencies or members of the community.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED required supplemented by legal assistant/secretarial courses and experience. Business School, Associate's Degree or equivalent is a plus. Certification as a Paralegal preferred. Minimum of five (5) years of progressively responsible administrative experience, two (2) years of which are in the legal field.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certification as a Professional Legal Secretary, Certified Legal Assistant, or Paralegal preferred.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Light lifting and carrying (under 15 lbs.).
- Reaching.
- Pulling.
- Pushing.
- Walking.
- Standing.
- Kneeling.
- Bending.


**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: New 4/11/2024

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:  *MARK BLUMBERG*

Town Manager's Signature:  *for Marisol Vargas*  
*Interim Town Manager*