

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 09/12/07
Revised: 10/03/07, 09/07/22

EXECUTIVE ASSISTANT TO THE CITY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex legal administrative support duties and tasks entailing a high degree of responsibility, discretion and confidentiality. The Executive Assistant to the City Attorney relieves the City Attorney of routine administrative functions and resolves day-to-day operational problems. The work is performed under the general supervision of the City Attorney, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers telephone, screens callers; responds to inquiries, if appropriate; otherwise, refers callers to appropriate staff person;

Greets and assists walk-in visitors; responds to inquiries, if appropriate; otherwise, refers visitors to appropriate staff person;

Drafts letters, memos and other documents as requested; types and transcribes various confidential correspondence, memoranda, legal papers, legal documents and reports prepared or dictated by attorneys;

Receives, opens and date-stamps incoming mail; sorts mail, responds to routine inquiries as appropriate or delivers mail to appropriate attorney, with appropriate background material attached;

Schedules meetings and phone conferences as requested by attorneys; assembles and coordinates background material;

Maintains joint calendar for all attorney appointments; ensures that electronic calendars are kept up-to-date for all staff;

Receives all Freedom of Information Law (FOIL) requests and processes requests in accordance with established protocol; follows-up with other involved departments to ensure timely response; drafts and sends responses;

Organizes, maintains, manages and updates departmental filing systems, both paper and electronic;

Processes incoming billings in accordance with organizational procedures; reconciles year-to-date expense reports with office records;

Submits weekly payroll information to Controller's Office; verifies departmental leave accrual records;

Inventories and orders office supplies as needed; renews legal subscriptions;

Maintains log for contracts under review and claims and lawsuits against the City;

Provides guidance and support for administrative and legal interns and paralegals;

Schedules and arranges travel accommodations for attorneys;

Establishes, implements and updates office procedures; maintains efficient work flow.

Reads, interprets and summarizes correspondence, memos and reports to facilitate review by the City Attorney;

Organizes, manages and maintains the legal library of the City Attorney's Office;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices, procedures, equipment and terminology; thorough knowledge of the principles and techniques of office management and clerical processing; good knowledge of the organization, functions, policies and terminology of the City Attorney's Office; good knowledge of the general functions of City government; strong organizational skills; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to handle confidential matters and materials effectively; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to understand and carry out complex written and oral instructions; ability to design and maintain office filing systems; ability to establish and maintain effective internal and external relationships; ability to communicate effectively, both orally and in writing; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in secretarial science, office management, office technology, business administration, paralegal science or a closely related field and two (2) years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.