



**JOB ANNOUNCEMENT**  
***General Public Vacancy***  
**OPEN DATE: March 22, 2024**  
**CLOSE DATE: Until Filled**

**JOB TITLE:** Legal Assistant

**PAY RANGE:** \$22.00/hr

**DEPARTMENT:** Attorney

**SUMMARY**

The Legal Assistant performs under the direct supervision of the City Attorney and is responsible for supporting the attorney. This is a highly confidential position that requires organizing, planning, gathering and prioritizing work tasks as assigned. The Legal Assistant is a professional who conducts legal research, drafts documents, emails and signatures for the attorney when they're unable to.

**DUTIES AND RESPONSIBILITIES**

- Performs all administrative functions of the office.
- Handle communication with all City Departments and Staff.
- Conduct investigations and statistical/documentary research.
- Locate and develop case relevant information.
- Type up and file basic legal documents and correspondence.
- Answer and direct phone calls.
- Maintain contact lists.
- Monitor deadlines and juggle calendars.
- Gather and analyze research data such as statutes, articles, codes and general rules.
- May be required to prepare affidavits or other documents.
- Direct and coordinate legal office activity.
- Monitor legal volumes to ensure that law library is up-to-date.
- Gather and review legal forms accuracy.
- May be required to prepare declarations, resolutions, agreements, correspondence, memoranda and other non-litigation documents.
- Coordinate and organizes legal research tasks.
- Provides secretarial duties to the City Attorney.
- Oversees department budget to include the monitoring of expenditures, line item transfers and budget adjustments.
- Contact and communicate with other organizations, public and firms by telephone, fax, and email to tasks as requested or assigned.
- Entering, transcribing, restoring or maintaining information in written or electronic form.
- Keeping up-to-date and applying new knowledge to your job.
- Demonstrate knowledge of the governmental structure to include policies and procedures, legal codes and executive orders.
- Travel may be required to attend meetings, seminars, trainings and workshops.
- Must be able to keep the confidence of the office.
- Performs other related duties as required or assigned.

### **PREFERRED JOB REQUIREMENTS**

- Legal Assistant Certification or Diploma.
- Associate's Degree in a related field.

### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Driver's License.
- High School Diploma or Equivalent.
- At least two (2) years experience working in a legal setting/office.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven working experience as Legal Assistant or Legal Secretary.
- Familiarity with law, legal procedures and protocols and court system.
- Satisfactory knowledge of day-to-day operations of a legal office.
- Computer literacy.
- Proficiency in English.
- Working knowledge of case management software.
- Excellent secretarial and organizational skills.
- Ability to juggle multiple activities and work under pressure.
- Ability to communicate both written form and orally, clearly and effectively.
- Demonstrate exceptional computer skills to include software and hardware.
- Display strong administrative practices to include exceptional secretarial functions and procedures.
- In depth knowledge of legal terminology and principles.
- Have an ability to analyze legal documents for accuracy.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches.
- Active listening, giving full attention to others to understand points being made.
- Knowledgeable in federal, state or municipal government.
- Knowledge of City's Administrative Regulations, Ordinances, Policies and Personal Rules and Regulations.
- Ability to perform tasks without close supervision.
- Ability to deal with the public in a pleasant and courteous manner.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting 100% of the time. Working surface is on even, flat/hard and/or carpeted areas. Some travel and field work is required occasionally. Additional evening and weekend work may be required occasionally. May be required to work in confined spaces occasionally.

The physical demands include mobility factors; walks 5% of the time, climbs stairs 2% of the time, stands 10% of the time and sits 90% of the time. Bend occasionally. Reaches, works with arms occasionally above head, forward and lifts up to 30 lbs. Bends, kneels, squats and walks. Gross dexterity, occasionally grasp/manipulate, frequently speed required, occasionally bilateral coordination, eye/hand coordination.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at: <https://www.lasvegasnm.gov/general-7-1>

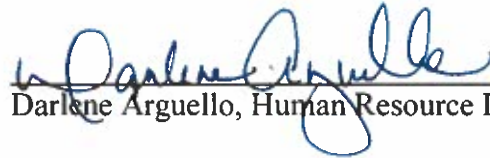
Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

**OR** send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**



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Timothy Montgomery, City Manager



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Darlene Arguello, Human Resource Director