



LEGAL ASSISTANT FOR PUBLIC RECORDS

POSITION DETAILS

Position Title:	Legal Assistant Public Records	
FLSA Classification:	Non-Exempt	
Salary Grade:	8	
Reports To:	City Attorney	
Cell Phone Stipend:	☐ Eligible	☒ Ineligible
Supervisory Functions	☐ Full-Time Employees	☐ Seasonal Employees
	☐ Part-Time Employees	☐ Volunteers
	☐ Temporary Employees	☒ No Supervisory Functions

BASIC FUNCTION

Under the direction of the City Attorney, perform a variety of secretarial and administrative duties to support office operations and activities related to the processing of public record requests, providing secondary assistance to the Legal Prosecution Services division, and limited reception and office support duties supporting the Legal and Administrative offices of the City as described below.

DISTINGUISHING CHARACTERISTICS

Under direction from the City Attorney, public records duties include review and content management of public record requests and public records gathered pursuant to public record requests, which includes public safety records and digital media, body-worn and in-car camera footage, and other responsive city records; evaluating exemptions; making appropriate redactions; maintaining appropriate exemption logs to substantiate compliance with public records request requirements; create invoices; and communicate with requesters. The position manages and complies with legal requirements for handling complex, confidential, and sensitive information with tact and discretion.

Provides general administrative support as required, data entry, accounting, reporting, research, and special projects as assigned and time allows. Performs a variety of secretarial and administrative duties to support office operations and activities, including specifically delegated legal work as well as performing legal research, assembling documentation and providing support for the prosecution services division which includes processing discovery, drafting pleadings, assisting with restitution claims, and communication with victims and witnesses.

Provide general office reception services to Legal and Administrative guests and visitors and direct the public to the appropriate department or individuals. Process and deliver outgoing



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mail to the Post Office and receive, screen, and distribute Legal and Administration department mail; other administrative support duties as assigned.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The essential functions of the incumbent include, but are not limited to the following:

Public Records Request Processing

1. Using a City designated public record processing software, conduct preliminary review and delegation of public record requests received by the City as directed.
2. Complete preliminary review and redaction of all public records gathered in response to public record requests, including public safety records and digital media, in accordance with Idaho Law and Department policies for City Attorney review.
3. Monitor status and response dates for all public record requests to maintain compliance with Idaho Law and Department policies.
4. Maintain appropriate exemption logs to substantiate compliance with public records request requirements.
5. Communicate with requesters, create invoices, and release records in accordance with Idaho Law and Department policies.
6. Maintain security and confidentiality of all sensitive and confidential records in accordance with Idaho Law and Department policies.

Support of Legal Prosecution Services

1. Reviews case records and assembles necessary information for legal proceedings.
2. Reviews, organizes, and indexes pleadings, discovery requests, and responses for attorney review and approval.
3. Assists with the preparation, filing, and service of pleadings.
4. Coordinates the collection, review, and production of documents for discovery requests.
5. Reviews and redacts written materials, as well as video and/or audio files using electronic hardware and software, to help respond to disclosure requirements or prepare for trial.
6. Reviews forms, data, and other information and documents to ensure accuracy and conformance with established procedures and/or policies.
7. Assists attorneys in preparation for trials, sentencings, and other hearings, which may include research, gathering background information and materials, review and



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organization of documents, exhibits, witness notification, summarizing deposition and trial transcripts and exhibits, and various administrative duties related to such.

Legal and Administrative Office Support

1. Answer the City's general telephone line and assist members of the public who walk into the Legal Department/Administration Department.
2. Perform a variety of receptionist duties; provide the general public with information on departmental processes, procedures, projects, etc., or refer to appropriate staff members.
3. Process and deliver outgoing City mail to the Post Office and receive, screen, and distribute Legal and Administration Department mail.
4. Other administrative support duties as assigned.

Additional Duties may include the following:

1. Assist staff with special projects as assigned; research projects as assigned; coordinate communications with other departments, agencies, civic groups, and cities as assigned.
2. Assist with Legal Assistant or Paralegal – Civil Division duties and responsibilities as needed.

Job Performance Minimum Expectations:

1. Works well under pressure; meeting multiple and sometimes competing deadlines.
2. Proficient use of computer and computer programs to perform job functions.
3. Maintains composure in a variety of settings while managing customer requests.
4. Demonstrate cooperative behavior with colleagues, supervisors, and members of the public at all times.
5. Use excellent oral and written communication skills, serve as initial point of contact, answer phones, and greet external customers and internal customers or staff.
6. Be a reliable resource for all department or division staff and activities to manage information flow efficiently.
7. Exercise good judgement in all matters, including maintaining confidentiality as appropriate in all responsibilities and tasks.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED
- Coursework or hands-on training and experience in office management or performing secretarial work.
- Responsible administrative office support experience.



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- Two (2) years of experience working for a government entity handling public records or in a legal department, law firm, or a job connected with criminal law is preferred.

REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License
- Background Check; certain criminal convictions will disqualify a person from this position
- Criminal Justice Information System Certification

COMPETENCIES

Knowledge Of:

- Legal research, especially electronic research.
- The operation and activities particular to a law office.
- General filing, writing summaries, and legal clerical work.
- The ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.
- Skills in researching cases, statutes, ordinances, resolutions, and other pertinent data and preparing legal-related documents.

Ability To:

- Work well under pressure; meet multiple and sometimes competing deadlines.
- Maintain composure in a variety of settings while managing customer requests.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Electronically and manually research and interpret statutes, ordinances, resolutions, contracts, judicial decisions, and similar legal documents.
- Communicate effectively verbally and in writing
- Professionally communicate with the public in stressful situations.
- Perform work accurately, timely, and effectively.
- Adhere to safety policies, procedures, and guidelines.
- Successfully retain confidential and sensitive information.
- Review, redact and process public record requests which may occasionally involve exposure to sensitive and/or graphic content.

Skilled in:

- Time management skills.



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- Interpersonal and team-oriented skills.
- High level of attention to detail and a high sense of urgency.
- Relying on experience and judgment to plan and accomplish goals.
- Performing a variety of complicated tasks.
- Technology and systems needed to perform work, including,
 - Microsoft Suite.
 - Telephone, Copier, Computer, Printer, DVD Player, and Scanner.
 - Spillman.
 - Adobe.
 - BodyCam Software.
 - Video Redaction Software.
 - Public Record Software.

WORK ENVIRONMENT

- Office setting.
- Frequent interruptions.

WORKING CONDITIONS

- Sitting and viewing a computer monitor for extended periods of time.
- Dexterity of hands and fingers to operate a mouse and computer keyboard.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist.
- Walking.
- Lifting light objects weighing up to twenty (20) pounds.
- Hearing and speaking to communicate and provide information to others.

TRAVEL

Generally not required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender,



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religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.