



The City of Mount Vernon
An Equal Opportunity Employer

Job Title:	Legal Assistant	Department/Office:	Law Director's Office
Job Number:	N/A	Reports To:	Law Director
Position Type:	Full-time 40 hours per week Non-Exempt / Classified	Address:	5 North Gay Street Mount Vernon, Ohio 43050
Typical Work Schedule:	Monday-Friday 8:00 a.m. to 4:00 p.m.	Pay Range:	\$23.08-\$32.31 per hour
Contact Information:	swisenbarger@mountvernonohio.org	FLSA:	Non-Exempt
How to apply:	Qualified candidates should submit a cover letter and resume to Sarah Wisenbarger, HR Generalist at swisenbarger@mountvernonohio.org		

Objectives

Under general direction of the Director of Law and Assistant Directors of Law, performs a variety of complex and responsible administrative and legal work.

Minimum Education and Experience Requirements

- Associates degree in Paralegal Studies, Business or related field.
- Three (3) years of training and experience in a law office and/or legal assistant work.
- Five (5) years of relevant office/admin experience or combination of education and experience.
- Two (2) years of litigation experience, preferred.

Job Description

ESSENTIAL JOB FUNCTIONS:

- This job performs administrative and legal assistance in the Office of the Director of Law. It is distinguished from general administrative work in that the work is specialized and requires knowledge of the preparation and processing requirements of legal documents, legal terminology, civil procedures and discovery, sources of law and the court system.
- Processes a variety of reports and legal documents for which knowledge of legal terminology, civil procedures and discovery is required.
- Opens and maintains legal files.
- Responsible for all criminal cases in which the defendant has requested a jury trial; including discovery, hearings, responses to motions and trial, including all subpoenas.
- Contest probation violation hearings; including discovery, responses to motions and hearings, including all subpoenas
- Responsible for all criminal appeals.
- Primary point of contact for all persons contacting the office.
- Maintains the office calendar.
- Reviews all filings and correspondence that comes into the office and either deals with the document or routs it to the appropriate staff member.
- Opens all new criminal cases by downloading and printing new cases and attaches the appropriate filings.
- Prepares the appropriate cover sheet and tracking information for all criminal cases that come into the office for review of potential charges.
- Keeps the media log of all videos/photos/audio recordings that come into the office.
- Civil Research
- Civil filing
- Drafting of ordinances.
- Researches, prepares and files legal documents with courts and other agencies.
- Provides case management assistance and tracking of litigation.
- Composes a variety of correspondence.
- Reviews and/or approves legal documents for recordation or disposition.
- Compiles data from various sources for incorporation into special and periodic reports.
- Screens and responds to inquiries from the general public and City personnel.
- Assists in preparation and monitoring departmental budget.
- Responsible for all pre-trial files trials to the Court, including requesting additional information, and preparing witness subpoenas.
- Responsible for office paperwork such as time cards and purchase orders and keeping the office accounts.
- Performs other duties as assigned within the scope of the job classification.



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NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment: Ability to operate a variety of office equipment such as computer and related software, copier, scanner, telephone, calculator, FAX machine, VCR/DVD, video projector and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.

Knowledge, Skills and Abilities (KSA's):

Knowledge:

- Knowledge of legal terminology.
- Knowledge of legal forms and documents.
- Knowledge of legal practices and procedures.
- Knowledge of litigation.
- Knowledge of legal calendaring.
- Knowledge of law library.
- Knowledge of basic real estate terminology and transactions.
- Knowledge of city government.
- Knowledge of Microsoft Suite and Authority Finance software.

Skilled In:

- Skilled in drafting legal and other general office documents.
- Skilled in determining and acquiring relevant evidence.
- Skilled in Case Management Software.

Ability to:

- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to operate a PC/Laptop.
- Ability to perform tasks related to the position.
- Ability to get along with others.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Work involves handling sensitive and confidential matters, governed by Ohio's legal ethics rules. A high degree of discretion and professionalism is required. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. SUPERVISORY RESPONSIBILITY

N/A



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IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs, and customer concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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- Revised:
 1.11.2023
 1.15.2024
 1.16.2025