



CITY OF KENAI, ALASKA

Position Announcement

Legal Administrative Assistant II. Full-time, \$23.94 per hour minimum plus excellent benefits package. The position involves a broad range of legal, clerical, and administrative support activities on behalf of the Legal Department. This position provides an excellent opportunity to work independently as part of a small team in a dynamic and cooperative work environment with the possibility of flexible summer scheduling. Daily contact with the public, other City employees, and outside agencies, requires tactful professional communication and the treatment of matters with confidentiality. Minimum requirement of three years clerical office experience, at least one of which includes experience in a legal office. Must pass a criminal background check to allow access to Alaska Public Safety Information Network (APSIN) under state and federal laws and regulation. Position announcement, job description and application are available through the Alaska Job Center Network, (907) 335-3010. Submit resume and City of Kenai application form by August 18, 2017 to Peninsula Job Service, 11312 Kenai Spur Hwy., Kenai, AK 99611. The City of Kenai is an equal opportunity employer. For more information about the City of Kenai, visit our home page at www.kenai.city

**CITY OF KENAI
LEGAL DEPARTMENT**

TITLE: ADMINISTRATIVE ASSISTANT II
RANGE: 9
SUPERVISOR: CITY ATTORNEY
NO. SUPERVISED: 0
NORMAL HOURS/WK.: 40 (Monday – Friday, 8:00 a.m. to 5:00 p.m.)
SERVICE TYPE: NON-EXEMPT

GENERAL DESCRIPTION Under the direction and supervision of the City Attorney, the Administrative Assistant II performs a broad range of legal, clerical, and administrative support activities in support of the Legal Department. The Assistant administers the processing of City citations and the collection of debts due the City of Kenai as referred to the Legal Department. The work is assistive in nature and focuses on extending the capabilities of the City Attorney. This position requires daily contact with the public, other City employees, and outside agencies, frequently requiring tactful handling of citizen complaints and the treatment of matters with confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support in all functions and operations of the Legal Department.
2. Maintain files, documents and records; print and electronic filing systems including tracking systems, logs, and databases; tickler reminder system for time-sensitive dates such as pleadings, court appearances, meetings, and conferences; archive closed files and track location in database.
3. Prepare and distribute legal documents and correspondence including complaints, motions, briefs, contracts, agreements, affidavits, legal opinions, court orders, resolutions, ordinances, permits, pleadings, briefs, letters, memoranda, and related documents in accordance with City deadlines, court rules, and Department requirements; edit and proofread documents; prepare legal forms necessary for filing cases before courts.
4. Collect, distribute, and send mail.
5. Collect and process City of Kenai traffic citations from the Kenai Police Department and Animal Control.
6. Provide City Attorney with data for quarterly litigation reports to Council, regarding traffic cases, traffic citations, specific collection data, and active litigation cases; assist in preparation of report for City Attorney's signature.
7. Review court calendars for cases, identify and resolve scheduling conflicts; set up traffic files as needed for monthly traffic court, including notifying the attorney, officers, and witnesses of trial dates and appearance schedule; coordinate case activity with the court; gather evidence including police reports and photos as directed by City Attorney; attend court proceedings, as needed, to assist City Attorney.
8. Assist City Attorney in collection of money due the City of Kenai from judgments, bad checks, delinquent water/sewer accounts, City leases, and other sources.
9. File documents with the Alaska Court System and State Recorder's office, including attachments or assignments related to the Permanent Fund Dividend (PFD).

10. Maintain law library, including ordering and filing of resources and updating legal books.
11. Direct and work with contractor in updating and maintaining the Kenai Municipal Code, changing it as directed by the City Council; prepare Code supplements using contractor and distribute changes to City personnel; prepare and mail invoices for Code supplements to non-city subscribers; monitor and collect payments for supplements.
12. Perform purchasing duties in accordance with City policies and procedures; participate in budget process, including obtaining quotes, preparing requisitions, maintaining a database, placing orders, and receipting and distributing product.
13. Attend and take notes at various meetings as assigned.
14. Provide support to other departments and assistants working in City Hall; act as a back-up for answering telephones and assisting the walk-in public; coordinate lunch hours and annual leave.
15. Schedule meetings, appointments and make travel arrangements for Legal Department personnel.
16. Establish and maintain effective working relationships with government agencies, vendors, City employees, and the general public, some of whom may be under stress, while maintaining a courteous and professional demeanor.
17. Maintain strict confidentiality of privileged communications and information and comply with privacy laws and regulations.
18. Attend and participate in training, conferences, and meetings and monitor department training and other continuing education programs.
19. Have the physical ability to perform essential job functions.
20. Perform tasks with minimal supervision and complete projects independently within established time frames and with constant interruptions.
21. Perform Notary Public duties.
22. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or its equivalent.
2. Be at least eighteen (18) years of age.
3. Three (3) years clerical office experience, at least one of which includes experience in a legal office.
4. Possess or obtain a regular or limited governmental notary commission within thirty (30) days of employment.
5. The applicant (or employee after hire) must pass a criminal background check to allow access to Alaska Public Safety Information Network (APSIN) under state and federal laws and regulation.
6. Possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS

1. Experience performing duties with a high degree of independence.

2. Experience in dealing with confidential and/or sensitive information.
3. Experience in working in a dynamic, multi-tasking environment with a demonstrated ability to prioritize a number of duties with inflexible deadlines.

WORKING ENVIRONMENT The work environment is typically in an indoor office setting and in public meeting rooms, adequately heated, lighted, and ventilated. The employee must occasionally travel to other public office buildings, in all types of weather. While in the field, the employee may be required to walk on uneven surfaces, be exposed to various climate changes, and to drive a vehicle in various weather conditions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment including telephones, photocopiers, computers, keyboard, scanners and typewriters; communicate orally in person and on the telephone and radio; sit for extended periods of time; and, stand, walk, stoop, crouch and reach with hands and arms. The employee must occasionally exert up to 40 pounds of force and is required to drive or walk to other City buildings. Specific vision requirements include close, distance, color and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone.

MISCELLANEOUS INFORMATION

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no restrictions on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Review and Approval:	Initials/Signature	Date
Human Resources	_____	_____
City Attorney	_____	_____
City Manager	_____	_____



City of Kenai

Application For Employment

Application Date:	
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Personal Information

First Name:		Last Name:		Middle Initial:	
Mailing Address:		City:		State:	Zip Code:
Physical Address:		City:		State:	Zip Code:
Phone Number(s):	Home Phone:	Work/ Message Phone:			
E-mail: (Optional)					

Employment

Position(s) you are applying for:

Do you have a legal right to accept employment in the United States? YES NO

If necessary for the job, do you have a valid Alaska driver's license? YES NO

If necessary for the job, do you have a valid Alaska commercial driver's license? YES NO

Are you currently, or have you ever been employed by the City of Kenai? YES NO

If Yes, please provide Position Title and dates of employment:

Are you related to any person currently working for the City of Kenai? YES NO

If Yes, please list their names(s), department(s), and your relationship(s):

What date will you be available for work?

Education & Training

	School Name	School Location	Areas of Study	Years Completed	Degree
High School or GED					
College					
Post College					
Trade or Business School					

Professional licenses or certifications and date obtained:

Position-specific, job related training and skills:

Experience

Current or Last Employer:

Address:		City:		State:		Zip Code:		
Employment Dates:	From:	To:	Supervisor Name and Contact Number:					
Reason for Leaving:								
Position Title:			Primary Duties:					
Salary:								
May the City contact this employer?							YES	NO

Previous Employer:								
Address:		City:		State:		Zip Code:		
Employment Dates:	From:	To:	Supervisor Name and Contact Number:					
Reason for Leaving:								
Position Title:			Primary Duties:					
Salary:								
May the City contact this employer?							YES	NO

Previous Employer:								
Address:		City:		State:		Zip Code:		
Employment Dates:	From:	To:	Supervisor Name and Contact Number:					
Reason for Leaving:								
Position Title:			Primary Duties:					
Salary:								
May the City contact this employer?							YES	NO

If you wish to list other employment because it is relevant to the position for which you are applying, attach a separate sheet.

Professional References

Name:		Relationship:		Contact Phone:	
Name:		Relationship:		Contact Phone:	

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

Signature:		Date:	
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