

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Administrative Assistant I- Legal

SALARY RANGE: ACS Grade G Pay Range: \$39,167-48,209

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Perform and coordinate confidential administrative tasks on behalf of the City Attorney's Office.
- Prepare official legal documents including, but not limited to: legal correspondence; subpoenas, complaints, and warrants.
- Creates and opens criminal and civil files for the Office; Maintains files with updated information received; closes files as appropriate and maintains an accurate record of the location and status of all files.
- Maintain an appropriate level of professionalism for a legal office in written and interpersonal communications.
- Assists with the preparation of materials in labor and employment matters as requested.
- Answers office phone lines for the Office and promptly responds to requests for information and calls from the public, City staff, elected officials and other government agencies; using good judgment within prescribed rules and guidelines.
- Attentive follow-up to ensure prompt action on necessary matters.
- Performs related duties as required including cross training in skills and duties of senior administrative assistant; may perform preliminary legal or other research as requested.

JOB REQUIREMENTS– AS DETERMINED BY THE CITY OF SOUTHFIELD

- Minimum two (2) years legal administrative assistant experience performing complex and detailed administrative work.
- Two (2) years of experience in administrative practices, including: typing, creating files, filing documents and answering phones in a law office setting.
- Preferred experience: Procedures involved in service of legal documents, legal research.
- Knowledge of court systems, pleadings, and legal correspondence.
- Ability to follow verbal instruction, draft correspondence, meet deadlines and completion dates, and keep proper maintenance of files; must possess accurate filing skills.
- Proficiency in the use of personal computers, the Microsoft Office Suite software applications – Word and Excel.
- Proactive, public service attitude, excellent oral and written communication skills.
- Must pass the applicable Secretarial skills battery test which may include: typing/keyboarding, proofreading, business math, filing, and legal terminology.
- Due to the location of the office, must satisfactorily pass a criminal history check.
- Able to maintain confidentiality.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, a skills test, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This is a “continuous” recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS 3/12/2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.