

**VILLAGE OF ASHWAUBENON  
JOB DESCRIPTION**

**I. POSITION TITLE:** Legal Assistant March 2017

**REPORTS TO:** Village Attorney

**II. SALARY:** \$17.83 – \$22.29  
(Part-time 20 hours/per week)

**III. JOB SUMMARY:**

This position is responsible for the administrative support of the Village Attorney. Work will include assisting with real estate documents, contracts, municipal court pre-trials and trial preparation as well as other administrative tasks. This position requires great attention to detail, organization, and confidentiality in the daily operations of the Village as well as working well with the public.

**IV. PRINCIPLE DUTIES AND REPSONSIBILITIES**

- A. Organizing and preparing files while keeping filing and relevant information up to date.
- B. Draft, assist with, and coordinate necessary actions for various real estate transactions including without limitation, reviewing title work and drafting and preparing closing documents, easements, deeds, development agreements, and other related documents.
- C. Prepare subpoenas and other documents necessary for municipal court pre-trials and trials.
- D. Assist with preparing ordinances, resolutions and other documents required for Village Board and Committee meetings. Assist with complying with public record requests and reviewing and preparing agenda items for public meetings.
- E. Draft correspondence, conduct scheduling, and handle telephone calls related to operations of Village Attorney’s office.
- F. Process general liability insurance and claims against the Village and prepare necessary documentation and monitoring relating to such claims.
- G. Provide back up as needed to other administrative assistants within the Clerk’s office and Village Administration, including assistance with elections and other administrative tasks.

**V. KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Considerable knowledge of the principles of modern office practice and procedures. Considerable knowledge of real estate forms and procedures. Good knowledge of court methods, terminology and techniques.
- B. Considerable skill in establishing working relationships with others. Ability to communicate at a high level both orally and in writing with others. Ability to deal tactfully and skillfully with the public.
- C. Strong computer skills, including Word, Excel, PowerPoint, and Westlaw. Ability to quickly learn other proprietary software of the Village.

**VI. MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION REQUIREMENTS:**

- A. Minimum of three to five years' experience in the legal field performing legal assistant work in a highly responsible and confidential nature.
- B. A technical or college degree in legal assistant or paralegal is preferred.

**VII. Supervision / Decision Making:**

Does not supervise others. Decisions affect the operation of the work unit. Receives general supervision and works alone on daily work from standard practices and procedures.

**VIII. Interaction:**

Frequent internal and external contacts other than co-workers, immediate supervisor and public. Contacts may involve correction or adjustment where some tact is essential to resolve issues.

**IX. Physical Requirements:**

Ability to perform the following activities:

- A. Lift up to 25 pounds,
- B. Carry up to 25 pounds,
- C. Frequent sitting, standing and walking,
- D. Ability to focus on projects for long periods of time, and
- E. Ability to manipulate and use telephone, keyboard, and other office equipment.