

**51693 – ADMINISTRATIVE ASSISTANT TO EEOC OFFICER/LEGISLATION COORDINATOR
CITY OF PARMA
045 – LAW DEPARTMENT**

JOB SUMMARY

The **Administrative Assistant to the EEOC Officer/Legislation Coordinator** will serve multiple roles in the City’s Law Department. The incumbent is responsible for researching, drafting and typing all ordinances and resolutions of City Council. Competence as a legal secretary is a critical component of this position as it is also responsible for researching and typing legal briefs, memos, Law Director opinions, letters, and other correspondence. In the absence of the Legal Secretary to the Law Director, the **Administrative Assistant to the EEOC Officer/Legislation Coordinator** shall be responsible for managing the office. The incumbent reports to the Law Director or Chief Assistant Law Director as appropriate. This position is “Unclassified” (not classified) within the Civil Service of the City of Parma.

WORK ACTIVITIES

Communication Duties

- Communicates with Council, various City departments, other municipalities, and outside legal counsel*
- Handles incoming telephone calls from the public, various city departments and other public officials*

Legislation Duties

- Prepares approximately 350+ Ordinances and Resolutions per year*
- Researches, drafts and types legislation*
- Maintains and updates the Codified Ordinance books*
- Prepares Street Light Assessment Legislation, transcript and related documents*

Administrative Duties

- Prepares documents for Council meetings+
- Types briefs for various cases in which the City is involved+
- Prepares Purchase Agreements for acquisition or sale of City-owned land+
- Types Law Director’s opinions for City officials+
- Types various correspondence (letters, memos, etc.) to be distributed to other departments, the public, or others+
- Prepares Assessment Transcripts for sewer improvements and street lights+
- Prepares deeds for transfer of City properties+
- Makes appointments and arrangements for meetings as needed*

Research Duties

- Researches for legislation preparation+
- Researches law and information for legislation and other legal matters, coordinates research with lawyers and law clerks+
- Researches on-line publisher for laws in other cities+

Payroll Duties

- Performs all payroll duties in the absence of the Secretary to the Law Director*

Other Duties

- Performs all other related duties as assigned+

*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Calculator
- Computer
- Copy Machine & Scanner
- Dictaphone
- Fax Machine
- Telephone
- Paper Shredder

JOB CONTEXT

The **Administrative Assistant to the EEOC Officer/Legislation Coordinator** works a 35 hour work week from 8:30a.m. until 4:30p.m. which includes one unpaid hour for lunch. Working after hours is often necessary in order to fulfill deadlines with legislation, legal briefs and Law Director opinions. The position is full-time with benefits and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The incumbent works within a temperature-controlled environment with little or no supervision. The **Administrative Assistant to the EEOC Officer/Legislation Coordinator** will operate office equipment, which requires continuous and repetitive arm, hand and eye movement. The office is small; requiring some maneuvering to get around, but most of the job is done from a sedentary position. The noise level varies. The position has the potential of having a high level of stress from deadlines within the department and from dealing with the public. It is essential that the incumbent maintain a high degree of confidentiality due to the attorney/client privilege and other sensitive legal matters handled by the Law Director's Office.

JOB QUALIFICATIONS

Upon hire, an **Administrative Assistant to the EEOC Officer/Legislation Coordinator** must have:

- A high school diploma or equivalent
- Some college preferred
- Two years of executive secretarial experience
- Word processing and computer familiarity required (knowledge in legal electronic filing preferred)
- Word processing skills (excellent preferred)
- Good communication skills and a professional temperament

- Excellent skills in grammar, punctuation and spelling
- Experience in drafting legislation preferred

After hire, an **Administrative Assistant to the EEOC Officer/Legislation Coordinator** must have:

- The ability to draft legislation requiring analysis and independent judgement
- A knowledge of the formats for briefs (including electronic filing), legal opinions and miscellaneous agreements
- A knowledge of the existing Codified Ordinances, ordinances, resolutions and relevant Ohio Revised Code provisions
- Knowledge of format and presentation of ordinances and resolutions of the City
- Knowledge of basic legal activities and legal terms

In accord with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expires on December 31, 2017, the Step 1 annual salary for an **Administrative Assistant to the EEOC Officer/Legislation Coordinator** is \$45,458.92. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accordance with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://cityofparma-oh.gov/en-US/Human-Resources-Purchasing.aspx>. A resume is required. Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department no later than 4:00p.m. on Monday, July 25, 2016.

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