

**ASSISTANT TO LAW DIRECTOR
CITY OF WILLOUGHBY**

The City of Willoughby is seeking an Office Associate in the Law Department. This is a full-time position that will report directly to the Law Director. The position will be responsible for performing comprehensive administrative and paralegal type support in the operations of the City's Law department and will work closely with members of the general public, Mayor's Office, City Council, Department Heads, Officers and Boards and Commissions.

The successful candidate will possess an Associate's degree in paralegal studies (two-year program) or a post-bachelor certificate with degree in a related field like criminal justice or political science or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below and will demonstrate exceptional attention to detail, strong organizational abilities, excellent written communication skills, and the ability to work independently while supporting the Director of Law and the broader operations of the Law Department. Prior experience in municipal law is ideal.

This is a full-time position, Monday-Friday, 8:00am – 4:30pm, with availability for evenings meetings as necessary

Salary commensurate with experience. Full benefits package available including OPERS pension. Salary expectations should be submitted with resume.

Interested candidates should submit a resume to Human Resources Department, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email at HRjobs@willoughbyohio.com by August 31, 2026. Refer to <http://willoughbyohio.com/government/employment/> for more details.

If you wish to email your resume, please include the phrase "Assistant to Law Director" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



OFFICE ASSOCIATE III – ASSISTANT TO LAW DIRECTOR

RESPONSIBILITY: Under the direction of the Law Director, the Assistant to the Law Director will perform comprehensive administrative and legal support to the Law Director in the operations of the City's Law department. The position works closely with members of the general public, the Mayor's Office, City Council, Department Heads, Officers, Boards and Commissions by providing information and assistance as it relates to the department's activities/services, rules and regulations that require discretionary judgement and extensive knowledge of departmental policies, procedures, activities.

ESSENTIAL DUTIES: (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Develop and prepare text for ordinances and resolutions, coordinate codified ordinance procedures, recommend placement of legislation within Codified Ordinances, determine appropriate format for legislation, coordinate with Clerk of Council with preparation of council meetings and agenda. Serve as back up to the Clerk of Council as Deputy Clerk of Council and attend Council meetings in their absence.

Responsible for preparing legal correspondence and documents such as letters, memoranda, and emails while ensuring all written material is accurate and demonstrates superior grammar, punctuation, spelling and attention to detail.

Receive and respond to complaints, concerns and inquiries, etc. by disseminating information of both a routine and confidential nature requiring discretionary judgement and thorough knowledge of City and departmental policies, procedures, activities, etc. or referring issues and concerns to appropriate party for resolution.

Prepare bid packages and contracts, review contracts and attachments for compliance and form. Supervise execution of legal documents and forward documents to appropriate departments. Also responsible for preparing change orders, amendments and easements.

Provide court and litigation support to the Law Director by assisting with preparation and research of motions, answers, briefs, notices and administrative appeals, filing pleadings electronically with multiple courts and maintaining accurate court related records and documentation.

Assist with docketing and calendar management by maintaining and prioritizing the Law Director's calendar and managing the court docketing calendar. Ensure important court dates, deadlines, meetings and other legal matters are properly scheduled and monitored.

Serve as backup to the prosecutor's office associate and perform all facets of that position including preparing documentation for weekly Municipal Court prosecutions, contact witnesses, prepare subpoenas and notifying police department personnel regarding requirements to attend hearings.

Act as the custodian of all law department records and files, including file management, maintaining accurate paper and electronic files according to Ohio Sunshine Laws. Review incoming material for the law department and determine the appropriate procedure to be followed and handle confidential information and materials with the utmost discretion.

Track and monitor office supply inventory and arrange for replenishment of items as necessary.

Maintain records of all department expenditures. Prepare purchase requisitioning received from department staff and submit for supervisor's signature. Track and record purchase orders and invoices and ensure appropriate recording into accounts and grants.

Perform basic clerical functions such as photocopying materials; filing documents, taking phone messages; sorting and distributing mail, etc.

Assist department management and/or professional staff in preparing department's annual report by compiling and formatting information.

Perform other duties of a similar nature or level.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn Willoughby Codified Ordinances and Ohio Revised Codes.
- Strong organizational and administrative skills.
- Ability to prioritize multiple legal, legislative, and administrative matters.
- Strong written and verbal communication skills.
- Superior grammar, punctuation, spelling, and proofreading skills.
- Exceptional attention to detail and accuracy.
- Ability to maintain confidentiality regarding sensitive legal and municipal matters.
- Ability to work effectively with the Law Director, Mayor, Council, Department Heads, Officers, Boards, Commissions, court personnel, police personnel, and members of the public.
- Ability to exercise sound judgement with regards to confidentiality while reviewing and handling materials entering the Law Department.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Associate's degree in paralegal studies (two-year program) or a post-bachelor certificate with degree in a related field like criminal justice or political science or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

SERVES AT THE PLEASURE OF THE MAYOR