

LEGAL ADMINISTRATIVE ASSISTANT CITY OF WILLOUGHBY

The City of Willoughby is seeking a Legal Administrative Assistant to provide comprehensive administrative and clerical support to the Law Director and the operations of the City's Law Department. This is a full-time position reporting directly to the Law Director and serving as a key point of contact for the Law Department.

The successful candidate will provide high-level administrative and legal secretarial support, including preparing and proofreading correspondence, reports, legal documents and other materials; coordinating meetings and maintaining calendars; organizing and maintaining files and records; assisting with document management; responding to inquiries from the public; and coordinating communications with the Mayor's Office, City Council, Department Heads, Officers, Boards and Commissions, and other City officials and departments.

The position requires an individual who is highly organized, detail-oriented, professional, and able to handle confidential information with discretion. The successful candidate must have excellent written and verbal communication skills, strong computer and organizational skills, and the ability to prioritize multiple assignments and work independently in a fast-paced environment. Familiarity with legal terminology, procedures, records management, and municipal government is preferred.

An Associate's degree in legal secretarial studies, legal administration, paralegal studies, business administration, or a related field is preferred. An equivalent combination of education, training, and legal secretarial or administrative experience sufficient to successfully perform the essential duties of the position will be considered. Prior experience working in a law office, legal department, or municipal government is desirable.

The hours will be 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 September 30, 2026 or until position is filled. Refer to <http://willoughbyohio.com/government/employment/> for more details.

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

AN EQUAL OPPORTUNITY EMPLOYEE

See next page for Full Job Description



OFFICE ASSOCIATE III – LEGAL ADMINISTRATIVE ASSISTANT

RESPONSIBILITY: Under the direction of the Law Director, the Administrative 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

An Associate's degree in legal secretarial studies, legal administration, paralegal studies, business administration, or a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Prior experience working in a law office, legal department, or municipal government is desirable.

SERVES AT THE PLEASURE OF THE MAYOR