

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 02/2016

POSITION IDENTIFICATION

Position Title: Legal Intern
Division: City Attorney
Status: Part-time, unpaid, for credit

SUPERVISORY RELATIONSHIPS

Reports to: City Attorney

POSITION PURPOSE

Provides support to the City Attorney's department by providing administrative support including digitizing old files, preparing paperwork for nuisance properties, and special projects. The work is performed under the direction of the City Attorney

ESSENTIAL DUTIES

- Works closely with the City Attorney and Staff Attorney on daily legal activities and projects
- Digitizes old legal files and securely disposes of paper copies
- Prepares inspection warrant paperwork for Fire and Rescue Department
- Relieves Paralegal of clerical duties to allow for uninterrupted work focus
- Assists with document destruction in old storage under supervision of attorneys
- Assists Staff Attorney with preparation of trial exhibits

MINIMUM POSITION QUALIFICATIONS

Enrolled in a Bachelor's degree program with intention of pursuing a legal career.

KNOWLEDGE, SKILLS, & ABILITIES

Excellent verbal and written communication skills, proficient in Microsoft Office products and has good time management skills.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.
- Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.
- Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions.
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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This job description is not a contract for employment.