

# Lake Havasu City, Arizona

## Class Description



**Title:** Legal Specialist  
**Department:** City Attorney  
**Division:** Prosecution  
**Grade:** CP10

**FLSA Status:** Non-Exempt  
**Job Code:** 21515  
**Updated:** 7/1/2025  
**Salary:** \$23.89 - \$34.64

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### General Definition of Work

Performs intermediate skilled administrative support work encompassing a variety of legal processes and administration duties in areas of civil, criminal and administrative law to support the City, court system and law enforcement; organizing and maintaining complex filing system of cases, records, and related documents, compiling information and conducting research, and related work as apparent or assigned. Work is performed under the limited supervision of the Legal Supervisor.

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Performs a variety of advanced departmental support activities including compiling, organizing, and preparing files and documents for pretrial conferences, trials and various hearings; locates files and reviews outside documents for accuracy and prepares necessary amendments; obtains criminal histories and laboratory results, evidence, and supplemental reports; evaluates legal research for use in court.

Prepares, edits and reviews for accuracy memos, general correspondence, agreements, pleadings, legal summaries, briefs and other legal documents for attorney's approval and signature; performs special project activities including preparing reports, utilizing specialized computer databases and software, performing legal research and creating policy and procedure manuals.

Acts as a liaison between defendants, witnesses and prosecutors and assists through the prosecution and court proceedings; collaborates with law enforcement, courts and outside agencies; provides case sensitive information including case statuses and dispositions, and schedule dates.

Maintains docket and/or calendar of court trials, hearings, attorney appointments, meetings and interviews and notifies attorneys of trial settings based upon assignment; schedules officer, witness, and expert witness interviews upon request of prosecutors and opposing counsel.

Collaborates, discusses and provides technical advice on complex cases, case management and system software for users and departmental staff; provides one-on-one training to departmental staff, law enforcement, court personnel, opposing counsel, defendants, witnesses, and other outside agencies regarding the processes, case management and practices.

Monitors and maintains computer systems by troubleshooting software problems and creating control user and device profiles; administers user permissions internally and to outside counsel; troubleshoots network conflicts and researches software applications to upgrade the system.

Obtains, reviews, redacts, copies, and scans relevant evidence and adds to the prosecution file; provides disclosure to defendant and opposing counsel via electronic and non-electronic means.

Performs data entry and generates weekly statistical reports, reconciles monthly reports as well as other general administrative duties.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver license.

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### Minimum Qualifications

High School diploma or GED supplemented by coursework in paralegal field and considerable experience in an administrative support role in a law office or related environment, or equivalent combination of education and experience.

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### Special Qualifications

Ability to pass extensive background investigation.

Possession of Arizona Criminal Justice Information System (ACJIS) Level B Certification issued by the Criminal Justice Services Bureau at hire.

Commissioned as a Notary Public in the State of Arizona based on department needs.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of appropriate class.

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### Knowledge, Skills & Abilities

General knowledge of legal office practices, procedures, legal drafting, research and secretarial techniques; general knowledge of legal terminology and spelling; some knowledge of specialized legal computer software; general knowledge of departmental functions, organization and policies; general knowledge of the functions and policies of the courts, state and federal agencies; general knowledge of municipal law.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Ability to maintain involved office and legal records; ability to communicate effectively orally and written form; ability to organize and perform work independently; ability to handle confidential information according to established procedure; ability to train, monitor, and evaluate subordinate staff; ability to establish effective working relationships with associates, court officials, law enforcement agencies, legal representatives, supervisors, and the general public.

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### Working Conditions

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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