



**CITY OF HAWTHORNE**  
**LEGAL/RISK SPECIALIST**  
Classification Specification  
(Classified)

**JOB SUMMARY**

Under general direction, performs a variety of complex and responsible administrative support work for the Office of the City Attorney, including risk management duties; coordinating and maintaining the City's emergency preparedness programs; and performs other related work as required

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Legal/Risk Specialist. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Organize, summarize, and coordinate exhibits for trial.
- Perform legal research.
- Make appropriate contact and obtain records and reports from various agencies and organizations.
- Maintain chronology of cases including calendar and scheduling of appearance dates, deposition dates, and other related activity.
- Prepare draft form interrogatories, answers to form interrogatories, prepare documents for responses to requests for inspection of documents, and summarize depositions.
- Assist in preparation of leases for different types of real properties.
- Finalize and file/service legal documents.
- Exercise independent judgment regarding office management issues and work situations.
- Provide oversight of lower level clerical support staff and their job assignments.
- Assist in the coordination and annual renewal of insurance programs such as general liability and workers' compensation.
- Monitor the workers' compensation claims process, including preparation and processing of safety industrial disability retirement determinations and related appeals.
- Maintain City insurance files and loss prevention data.
- Prepare operational and risk reports for management analysis.
- Serve as City liaison with third party administrators.
- Assist in the preparation of ordinances, resolutions, policies and procedures to better manage risk and control losses.
- Work with department management personnel to ensure compliance with Federal, State, and local health and safety regulations.
- Develop and coordinate a comprehensive emergency/disaster preparedness and

response plan to assure emergency response capabilities involving all City departments.

- Coordinate and conduct the City's emergency service drills and exercises involving all levels of City government and community resources as necessary.
- Implement required tasks and duties mandated by local, State and Federal regulations and prepares them in a timely manner.
- Coordinate and facilitate the proper and accurate documentation of all necessary records and reports pertaining to the Emergency Preparedness Program.
- Act as the liaison for the City and coordinates emergency services planning and education between the City and local schools, business community, adjacent jurisdictions, utilities, volunteer organizations and other governmental organizations.
- Attend meetings and seminars to receive new information and developments in emergency preparedness.
- In the case of an emergency or disaster, the applicant must be available for call-outs at any time, day or night.
- Perform other directly related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education, Training, and Experience:

A Bachelor's degree from an accredited college or university in Public or Business Administration or a related field; possession of a Certificate in Paralegal Studies and;

Three (3) full-time years of responsible administrative experience performing legal and risk management support duties within a municipal agency; Six (6) months of progressively responsible experience performing disaster preparedness activities and military experience and/or public safety experience is highly desirable.

License: A valid California Class C Driver's License

### Knowledge, Skills and Abilities

- Knowledge of basic general law.
- Knowledge of principles of discovery procedures.
- Knowledge of modern practices and procedures of office management.
- Knowledge of effective research methods and practices.
- Knowledge of principles and practices of basic supervision.
- Knowledge of general risk management and loss control principles and practices related to municipal government.
- Knowledge of general operations and safety practices of municipal government, including worker's compensation.
- Knowledge of research and analysis techniques and records management.

- Knowledge of emergency situational awareness and resource planning.
- Knowledge of Federal, State, and local emergency management safety procedures, laws and regulations.
- Knowledge of the Emergency Response plan preparedness in support of a municipal government.
- Knowledge of the various types of technical hazards and disaster response.
- Ability to provide and perform effective and timely legal support duties required of a City Attorney's Office.
- Ability to locate and subpoena documents and witnesses.
- Ability to finalize discovery responses prepared by Attorneys.
- Ability to file documents in court and properly serve parties in legal proceedings.
- Ability to maintain chronology of cases including calendar and scheduling of the appearance and deposition dates.
- Ability to demonstrate proficiency in the use of a personal computer and Microsoft software that includes Word, Excel, Outlook.
- Ability to demonstrate excellent organization, written, and oral communication skills.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.
- Ability to perform effective customer service in working with department staff and the general public.
- Ability to demonstrate sound and accurate judgment.
- Ability to follow and understand departmental policies and procedures.
- Ability to represent the City in a favorable light while interacting with the general public, commercial firms and other public agencies.
- Ability to respond quickly to changing situations.
- Ability to use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to review and analyze existing information and make sound and informed decisions.
- Ability to critically think in an emergency situation.
- Ability to collect and analyze information to ensure emergency actions are coordinated appropriately.
- Ability to communicate orally and in writing; good public speaking skills.
- Ability to follow written and verbal instructions.

### **PHYSICAL ABILITIES**

Duties are generally performed in an office environment at a work station with a desktop computer. An incumbent is frequently required to walk, stand, stoop, bend or kneel, and use arms and legs for a prolonged to intermittent period of time; twist at the waist and neck and use both hands and arms to reach and carry; perform finger dexterity to perform desk work, including operation of writing utensils and a desk top computer with keyboard, handle objects, and controls. An incumbent must possess adequate strength and dexterity to safely use back, legs, and arms to perform safe lifting and/or moving of files

weighing up to 25 pounds. Requires ability to hear or see with or without correction; far and near vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work is primarily performed in an indoor office environment, but requires working outdoors when conducting emergency drills. In the event of an emergency/disaster, the applicant must be able to work indoors/outdoors under adverse conditions for an extended period of time.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: May 2020  
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