CLASS TITLE: LEGAL SECRETARY I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing skilled stenographic, word processing, and secretarial duties for one or more attorneys, and other related assigned duties.

ESSENTIAL TASKS:
- Transcribes dictation, does word processing, and maintains a Legal Department database in connection with a variety of municipal legal proceedings
- Performs general secretarial duties for one or more attorneys
- Prepares pleadings, ordinances, resolutions, and other legal and technical documents as required
- Prepares contracts and related correspondence and documents
- Composes a variety of legal documents, letters, and requests
- Maintains Legal Department database
- Collects, indexes, and maintains research of significant and/or recurring legal issues, including all legal opinions of the City Attorney
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by ten (10) accredited college hours; and two (2) years of experience working for an attorney as a legal secretary, including training in transcription, word processing, database software packages, typing and other related subjects, or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Legal Secretary Progression Criterion document for additional requirements.

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and commercial arithmetic; good knowledge of legal terminology, format of legal documents and legal proceedings; and good knowledge of modern office practices. Ability to transcribe dictation with speed and accuracy; ability to initiate routine legal procedures; ability to understand and follow brief verbal and written instructions; ability and willingness to maintain confidentiality; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, climbing, and handling; sufficient use of lower extremities enough to operate a pedal or leg switch; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors.

Class Code: 6533
EEO Code: N-06
Pay Code: OT-17

Group: Clerical and Administrative
Series: Typing, Stenographic and Secretarial

Effective Date: July 6, 2016