

CLASS TITLE: LEGAL SECRETARY II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing advanced spreadsheet, word processing and complex administrative and detailed clerical duties for one or more attorneys, and other related assigned duties.

ESSENTIAL TASKS:

- Performs word processing and maintains a Legal Department database in connection with a variety of municipal legal proceedings
- 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
- Performs detailed clerical duties for one or more attorneys, and may include transcribing dictation
- Performs complex administrative tasks and may include budget/operations-related administration matters
- Responds to varying and sometimes difficult questions and complicated issues from internal clients and external customers
- Prepares and maintains records/information and compiles reports for City elected officials and department heads
- Creates, updates, tracks and maintains legal record logs, extracting pertinent information and preparing synopsis of lawsuits/legal issues
- Maintains calendars for one or more attorneys, including lawsuit deadlines, deposition and trial and arbitration witness scheduling and pleadings filed in various courts and agencies
- Updates Tulsa Revised Ordinances, ensuring consistent citation form
- Coordinates document production and exhibit preparation in cases involving large numbers of documents, to include copying, scanning, Bates stamping and electronic storage
- Utilizes advanced computer software packages
- 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 completion of twenty (20) college hours from an accredited college or university; and three (3) years of experience working as a legal secretary; 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: Comprehensive knowledge of business English, spelling and commercial arithmetic; comprehensive knowledge of legal terminology, format of legal documents and proceedings; and considerable knowledge of modern office practices. Ability to compose routine business correspondence, organize and maintain files related to legal work performed by attorneys; ability to work independently; ability to transcribe dictation and/or perform word processing with speed and accuracy; ability to take initiative within level of responsibility, make sound decisions related to tasks, take appropriate course of action and responsibility for accuracy, errors and end results; ability to understand and follow verbal and written instructions; ability to understand professional confidentiality requirements and the willingness to maintain confidential information; ability to communicate effectively both verbally and in writing; and the ability to understand and influence 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 and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors.

Class Code: 6534

EEO Code: N-06

Pay Code: OT-18

Group: Clerical and Administrative

Series: Typing, Stenographic and Secretarial

Effective Date: July 6, 2016