

LEGAL SECRETARY

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general direction of the City Attorney, performs a wide variety of legal stenographic, typing and clerical work; takes dictation, drafts and proof-reads legal documents.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Prepares legal documents and correspondence including summons, complaints, motions, briefs, depositions and subpoenas; takes and transcribes dictation; maintains calendar of appointments; serves as receptionist and greets persons coming in to the office; creates files; files documents and correspondence; maintains confidential information; copies and mails discovery to defense attorneys; notifies law enforcement and witnesses of trial; tracks jail time as ordered by the court; monitors office actions to assure timely completion of tasks.

OTHER DUTIES: Opens and distributes mail; assists in preparation of office budget; submits claims to the Finance Office.

QUALIFICATIONS

Considerable knowledge of grammar, spelling and punctuation.

Working knowledge of legal forms, terminology and procedures.

Skill and accuracy in taking and transcribing of oral or machine dictation and ability to type 40 WPM.

Ability to maintain confidentiality.

Ability to operate a transcriber and computer terminal.

Ability to establish and maintain effective working relationships with officials, courts, other employees and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift and carry up to 10 pounds;

Ability to stand, walk, sit, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office machines, and foot control on dictation machine;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, documents and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, including or supplemented by courses in business law, typing and shorthand and two years of experience in stenographic and general clerical work in a law, judicial or related office.

SPECIAL REQUIREMENTS: Is a Notary Public.