

## **LEGAL SECRETARY I**

**FLSA STATUS – Non-Exempt**

### **DESCRIPTION OF WORK**

Under general direction of the City Attorney or designees, performs a variety of office support and clerical functions related to the preparation and processing of legal documents for the City Attorney's Office.

### **DUTIES-EXAMPLES OF WORK**

#### **ESSENTIAL DUTIES:**

Types a variety of legal documents including correspondence, memoranda, legal pleadings and briefs, forms and reports from rough draft and machine dictation; performs data entry on computer system; files legal documents and correspondence; answers phone inquiries from defense attorneys, the general public and other agencies and officials; maintains calendar of appointments; serves as receptionist and greets persons coming into the office; copies and mails discovery to defense attorney; maintains confidential information; and performs additional duties as assigned.

### **QUALIFICATIONS**

Knowledge of general office procedures;  
Considerable knowledge of grammar, spelling and punctuation;  
Ability to establish and maintain effective working relationships with employees and citizens;  
Ability to handle sensitive situations with tact and diplomacy;  
Ability to communicate effectively both orally and in writing;  
Ability to prioritize work;  
Skill in the use of personal computers including related word processing software and transcribing machine dictation.

### **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**

Education: High School diploma or GED

Experience: At least 3 years progressively responsible secretarial experience. Experience in a legal office preferred. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

