

LEGAL SECRETARY II

FLSA STATUS – Non -Exempt

DESCRIPTION OF WORK

Under general direction of the City Attorney or designees, performs a variety of legal secretarial duties and tasks related to the preparation and processing of legal documents for the City Attorney's Office. This requires thorough knowledge of legal terminology, correspondence, formats, and legal documents.

DUTIES-EXAMPLES OF WORK

Types and processes a variety of legal documents including correspondence, memoranda, legal pleadings and briefs, forms and reports from rough draft and machine dictation in accordance with proper legal formats; performs data entry on computer system; creates files; establishes and maintains filing systems; files legal documents and correspondence; prepares subpoenas; maintains legal library; provides information and assistance to police officers, city code enforcement staff, court officials, witnesses, outside attorneys, various law enforcement agencies and the general public; 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 modern office procedures, legal terminology, correspondence formats and composition;

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;

Ability to schedule appointments, organize personal and attorney's workloads, and keep orderly records.

Ability to read and interpret policies, regulations, procedures, ordinances and statutes.

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, including 2 years experience in a City Attorney's or Prosecutor's office, or the equivalent, performing legal secretarial and staff support duties. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

RAWLINS/March 2009