

LEGAL SECRETARY III

FLSA STATUS – Non-Exempt

DESCRIPTION OF WORK

Office Administrator under the direct supervision of the City Attorney and/or City Manager. Plans, organizes, coordinates and supervises functions for the City Attorney's office. Performs a variety of complex legal secretarial duties and administrative tasks related to the preparation and processing of legal documents for the City Attorney's Office. This is highly responsible technical secretarial work requiring thorough knowledge of legal terminology, correspondence, formats, and legal documents.

DUTIES-EXAMPLES OF WORK

Plans, prioritizes, assigns and reviews office activities; monitors expenditures, requisitioning of supplies and equipment; trains and evaluates assigned employees; supervises assigned employees; 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 and ensures that files are up to date with all pertinent document information; establishes and maintains filing systems; files legal documents and correspondence; composes material; prepares subpoenas; types ordinances, resolutions, contracts and legal agreements; 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; independently reviews files, orders all necessary documents from agencies according to individual case needs; 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.

Ability to utilize independent judgment and background to establish processes for expediting or monitoring case or claim status.

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; one year of secretarial or business or other college level work is desirable.

Experience: At least 6 years progressively responsible secretarial experience, including 4 years experience in a City Attorney's, County Attorney's or Prosecutor's office, or the equivalent, performing legal secretarial and staff support duties.