

MAJOR FUNCTION

This is highly responsible and complex legal secretarial and administrative duties requiring an extensive working knowledge of the organization and programs under the jurisdiction of the City Attorney. Duties range from performance of standardized clerical assignments to administrative and legal duties which would otherwise require a staff attorney's personal attention. Projects which are highly technical or confidential are given close attention by the supervisor. This is the full performance level legal secretary class that is frequently confronted with emergencies, frequent interruptions, and changing needs. Work is performed under general administrative supervision of the Senior Assistant City Attorney and the work is reviewed for accuracy and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Prepares routine legal documents for attorney review. Files documents with appropriate court or administrative agency. Has frequent interaction with members of the public and City departments. Takes and transcribes dictation on legal subject matters that may vary from simple correspondence to a technical subject matter. Assists staff attorney to whom assigned by planning, initiating and carrying to completion clerical/secretarial and administrative activities. Types legal documents, correspondence, articles, reports, manuals, and other materials on general or technical subjects. Composes routine correspondence. schedules meetings and hearings for assigned staff attorney. Takes minutes of meetings and types in finished form. Makes travel arrangements for staff attorneys and completes required travel forms. Prepares and maintains legal files. Reviews documents prepared for accuracy and completeness. Performs related work as required.

Other Important Duties

Sorts, distributes, and responds to mail received. Receives and routes telephone calls, answering questions which may involve the interpretation of policies and procedures. May assist in training of lower level employees by instructing in proper procedures and reviewing work for adherence to procedures. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of legal office practices and procedures. Thorough knowledge of modern business English. Considerable knowledge of modern business practices, procedures, and equipment. Ability to understand and interpret complex oral and written instructions. Ability to maintain confidentiality when processing documents of a sensitive nature. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, orally and in writing. Ability to compose letters and memoranda without dictation. Ability to take and transcribe legal dictation. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of secretarial and/or office clerical experience, two years of which must have been as a legal secretary. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for up to a maximum of two years of the required general experience.

Necessary Special Requirements

Ability to type at the rate of 35 correct words a minute.

Possession of a valid Class "E" State driver's license at the time of appointment.

Preference may be given to applicants who are certified as a Legal Secretary and possess the ability to transcribe dictation from tapes at the rate of 40 words a minute.

Established: 07-02-92
Revised: 07-22-94
11-15-01
04-26-04*