

CONFIDENTIAL LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The work generally involves all clerical aspects of preparation of legal documents, forms and papers, such as: memos, letters, memoranda of law, notices of hearings, summons and complaints, answers to complaints, bills of particulars, demands for discovery and inspection, subpoenas, notices to take depositions, agreements and contracts, leases, easements, ordinances, briefs, motions for leave to appeal, affidavits and affirmations; does related work as required. Because of the complexity and essential accuracy of legal documents and forms, the incumbent must possess a fairly high level of understanding of the work that a law office handles. In addition, because it is a law office, confidentiality, integrity and discretion is a top priority. The work generally involves all aspects of preparation of moderately difficult correspondence, documents and forms and requires a general understanding of office policies and procedures. The work is performed under director supervision of the Corporation Counsel or their designee. Supervision over others is not typical of this class. To perform the duties of the position the incumbent must be able to use the Microsoft Office Suite and the internet with ease and commensurate ability.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Takes calls and answers questions of a general nature and routes questions to the appropriate staff attorney;
- Prepares legal documents, forms and papers;
- Files legal documents in the appropriate file and maintains both the physical file and the computer file;
- Mails notices of Hearings (50;h's), ascertains responses and make notations in the appropriate file;
- Prepares files and maintains lists for Hall of Records transfer and storage of closes and obsolete office files;
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- Acts as secretary to a department head which calls for the use of judgment in making decisions in accordance with established policies and procedures;
- Performs all secretarial, administrative and clerical duties assigned by the department head;
- Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
- Prepares reports, documents and forms using computer software systems such as Microsoft Office, etc.;
- May read incoming mail and answer general correspondence;
- May provide general information to the public by phone or in person;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the work that a law office handles;
- Good knowledge of legal terminology, its correct spelling and context;
- Ability to operate a word processor;
- Ability to operate the computer printer;
- Ability to type rapidly and accurately;
- Ability to find, access and retrieve files in the computer and routine and simple maintenance of the computer by purging non-essential and out date material;
- Ability to understand and carry out complex oral and written directions;
- Ability to act independently;
- Ability to be discrete, confidential and professional;
- Ability to prepare written correspondence, forms and documents;
- Ability to establish and maintain effective working relationships with employees, other governmental officials and the general public;
- Initiative;
- Good judgment;
- Resourcefulness;
- Tact and courtesy;
- Confidentiality;
- Physical conditional commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) months of relevant administrative experience.