

SECRETARY
(Corporation Counsel)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs secretarial and administrative duties for Corporation Counsel. The work may be confidential in nature and involves all aspects of the preparation of documents, forms and papers pertaining to the Corporation Counsel, **along with legislation to be enacted by the Common Council.** Because of the complexity and essential accuracy of legal documents and forms, the individual should possess a fairly high level of understanding of the work a law department handles. Work is performed under the direction of the Department Head, with leeway given for independent judgment for routine tasks and procedures. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains departmental files, many of which are confidential in nature;
- Prepares documents, forms and correspondence from dictation or draft copy;
- Files documents appropriately and maintains hard copy and computer files;
- Performs a wide range of clerical, secretarial and administrative tasks and activities;
- Prepares ordinances and resolutions for meetings of the Common Council;
- Schedules appointments for staff attorneys;
- May schedule agendas for staff attorneys;
- Receives complaints from the public and routes calls to appropriate staff;
- Answers multi-line telephone;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices and procedures of a legal office;
- Good knowledge of office terminology, personal computers and office equipment;
- Good knowledge of English grammar, usage and punctuation;
- Ability to understand and carry out complex oral and written directions;
- Ability to type rapidly and accurately;
- Ability to take and transcribe dictation with a high degree of accuracy;
- Tact;
- Courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency diploma and two (2) years of satisfactory paid fulltime experience in a legal office setting.