

MAJOR FUNCTION

This is highly responsible staff support work assisting the City Attorney in administrative matters and providing secretarial support work. Work involves the performance of difficult, varied clerical and public contact work, requiring flexibility, good judgment and diplomacy. An employee in this class is responsible for performance of functions that are varied in subject matter and level of difficulty and range from standardized clerical assignments to administrative duties which would otherwise require the official's personal attention. Work requires independence of action, exercise of mature judgment and application of extensive working knowledge of organization and programs in a variety of work involving continual interdepartmental relations and extensive public contact. Work is performed under general or administrative of the City Attorney supervision and is reviewed through conferences, observation and results attained.

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

Assists in preparation of City Attorney's Office budget. 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. Coordinates office activities and prioritizes support staff assignments as needed to ensure deadlines are met. Provides secretarial support for the City Attorney and performs such tasks as composing and typing correspondence, making travel arrangements, developing and maintaining file systems, etc. Confers with persons, in person or by telephone, requesting service or making complaints; conducts necessary research and recommends appropriate action. Processes confidential matters are required. Compiles special reports and composes letters. Attends staff meetings, records work assignments, and maintains assignment log. May serve as recording secretary at conferences and meetings. Performs related work as required.

Other Important Duties

Independently resolves routine problems or answers routine inquiries. Reviews the work of clerical support. Trains and orients secretarial staff. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of policies, procedures, and practices of law office. Thorough knowledge of modern business English. Thorough knowledge of modern business practices, procedures, and equipment. Ability to understand and interpret complex oral and written instructions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, orally and in writing. Ability to maintain confidentiality when processing documents of a sensitive nature. Ability to make decisions in accordance with rules, regulations or policy and apply these to work problems. Ability to conduct research, analyze, interpret and report findings and to make valid conclusions and recommendations. Ability to compile data and develop written reports. Ability to organize and coordinate various activities frequently with stringent deadlines. 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 six years of secretarial experience, or an equivalent combination of training and experience. Three years of the required experience must have been as a legal secretary.

Necessary Special Requirements

Ability to type at a 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 with ability to transcribe dictation from tapes at a rate of 40 words a minute.

Established: 07-02-92

Revised: 07-22-94

04-26-04*