LEGAL SPECIALIST

General Statement of Responsibilities: Under supervision of City Attorney, performs varied stenographic, typing and clerical work of a legal nature; organizes and maintains Legal Department files; does related work as required.

Areas of Accountability:

1. Keeps records, maintains files and law library reference materials, and compiles information and statistics.

- Organizes and maintains a complex filing system for case files, various records, legal documents, and reference materials;
- Reads and routes incoming mail and assembles files and other materials to facilitate reply by supervisor;
- Researches and compiles information to assist City Attorney, Assistant City Attorneys and Claims Representative;
- Assists legal staff in the organization of their time, including court dates and mandatory filing date of legal documents;
- Maintains and organizes reference materials in law library, and conference materials by persons other than Legal Department staff;
- Prepares payroll, taking the required deductions and making computations involved;
- Prepares absence request forms and assists City Attorney in the keeping of records regarding sick leave, vacations, and administrative leave;
- Assists professional staff in the keeping of records regarding Continuing Legal Education and Client Security Fund;
- Prepares and processes vouchers, requisition forms, purchase orders, and invoice forms
- Keeps time sheets for temporary personnel and legal interns.

2. Types legal documents, memos, and correspondence.

- Takes dictation and transcribes letters, memoranda, ordinances, resolutions, pleading, briefs, and documents utilizing electronic transcription equipment and memory typewriter;
- Composes and prepares routine correspondence with City's contract claims service (ESIS) and claimants;
- Operates adding machines, calculator, photo copier, electronic transcription equipment, memory typewriter, and other office machines.

3. Preserves confidentiality of Legal department business.

4. Performs receptionist duties.

- Serves as receptionist, directing visitors to the proper Legal staff member or other

departments;
- Furnishes the public with general information relating to City ordinances, policies, and procedures;
- Receives all incoming telephone calls, directing callers to the proper Legal staff member or other department;
- Courteously communicates with the public and other City personnel.

Required Knowledge, Skills. and Abilities: Thorough knowledge of modern office practices and procedures, business English, and arithmetic; good knowledge of legal terminology and procedures; ability to take and transcribe dictation accurately; ability to proficiently operate an electric transcriber and a typewriter; ability to deal with confidential information; ability to communicate both orally and in writing with the public, other agencies and staff.

Acceptable Experience and Training: Prefer completion of a standard high school course, experience in complex legal secretarial position; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

7/05--NU-18