

CITY OF WALLA WALLA

CLASS TITLE: LEGAL SECRETARY

BASIC FUNCTION:

Under the direction of the City Attorney, plan and perform a variety of complex administrative office coordination to assure smooth, timely and efficient office operations for the department; perform a variety of legal secretarial, administrative, clerical, receptionist, public relations and other related office support activities; relieve the City Attorney of technical clerical and administrative duties having department-wide impact; research, collect, analyze and compile data and information for inclusion in reports; maintain financial records, files and budgets related to departmental operations, programs and expenditures.

REPRESENTATIVE DUTIES:

Perform a variety of administrative, secretarial, clerical, receptionist, and public relations duties related to the function to which assigned; provide legal secretarial, clerical, and receptionist support, or coordinate office clerical activities. *E*

Perform a variety of research and assist the supervisor with special projects as assigned; coordinate communications with Courts, City Manager, other departments, agencies and cities as assigned. *E*

Interview victims of criminal proceedings; take documented statements and process with original file; coordinate with Police Department, Courts and assigned defense attorneys. Refer to appropriate agencies. *E*

Transcribe, type and distribute legal documents, letters, contracts, reports and memoranda, including, but not limited to pleadings, subpoenas, and materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral written instructions; take notes quickly and accurately. *E*

Deliver, serve, pick up, and obtain legal documents, letters, contracts, reports and memoranda, and perform other miscellaneous office related errands.

Prepare and distribute various committee and task force agenda packets, correspondence and related documents; attend meetings, take notes and prepare minutes. *E*

Operate word processing software to create, edit and maintain documents. Operate and transcribe documents from dictation recording equipment. *E*

Track cases and office projects and maintain related files and records via automated spreadsheet and manual file systems; develop and maintain extensive filing systems; receive, receipt and track legal documents, letters, contracts, reports, memoranda, and requests for legal services. *E*

Obtain and maintain a variety of legal documents, records and files according to established procedures; create and maintain case and project files and logs; monitor case and project progress to assure required steps and documentation are completed; process a variety of forms and reports; maintain payroll records as assigned. *E*

Prepare and schedule travel arrangements for office personnel; assure proper accounts are charged and complete required documentation for reimbursements. *E*

Inspect legal documents, reports, records and other data for accuracy, completeness and compliance with established standards; compile information and prepare routine reports. *E*

Operate office equipment and machines such as personal computers, typewriters, dictating machines, calculator, copy machines, FAX machine, answering machines, and adding machines. *E*

Process purchase requisitions and orders as needed; maintain adequate inventories of office supplies; determine and order office supplies and equipment according to established guidelines; assist in the development and assembly of office budgets; maintain budget and other financial records and files.

Receive, sort, open and distribute mail; answer telephone calls; greet visitors; schedule appointments and meetings; maintain attorney and case calendars, explain programs, policies and procedures within the scope of authority; provide information of general or limited technical nature; take messages and refer callers to appropriate person or department as necessary.

Use, demonstrate and train others in proper use of word processing, spreadsheet and other software applications; answer questions and issues related to correct secretarial and word processing requirements.

Train and provide work direction to others as assigned; assist and back up other secretarial staff as needed; complete documentation and assure proper payment of contract and temporary workers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern legal office practices, procedures and office equipment.

Legal documentation and filing procedures

General alpha and numeric filing systems.

Financial and statistical record-keeping techniques.

Operation of a computer terminal.

Advanced word processing, spreadsheet and calendar software applications used by the City.

Oral and written communications skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary in a legal office environment.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, policies and procedures.

City organization, operations, policies, and objectives.

Criminal and Civil legal procedures.

ABILITY TO:

Perform legal secretarial and administrative assistant duties with speed and accuracy.

Work confidentially with discretion.

Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.

Learn office and program objectives and goals.

Perform clerical accounting duties in the maintenance of assigned accounts.

Plan and organize work.

Read, interpret, apply and explain codes rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Understand and work within scope of authority.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Type at 50 words net per minute from clear copy.

Transcribe material from transcription machine tapes or notes with speed and accuracy.

Train and provide work direction to others as assigned.

Operate word processing hardware and software used by the City.

Operate modern office equipment such as a typewriter, personal computer, copy machine and adding machine.

Maintain records, files and filing systems.

Work courteously and tactfully with customers and employees.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in legal secretary, business administration, office management, secretarial training or related field and four years of increasingly responsible secretarial or administrative office support experience and at least one year of experience as a legal secretary.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment including routine contact with the public and occasionally working alone.

PHYSICAL ABILITIES:

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Repetitive hand motions to input information; hearing and speaking to exchange information; light lifting of supplies and boxes.

EMPLOYEE GROUP DESIGNATION:

Non-Represented

FLSA DESIGNATION:

Non-Exempt

SALARY RANGE:

100

Classification/Compensation Review, Recommendation and Approval

Reviewed/Recommended:

Department Reviewed/Recommended:

Human Resource Manager Date

Department Director Date

Approval:

City Manager Date