CITY OF NEWBERG
POSITION DESCRIPTION

Class Title: **Legal Secretary (part-time)**
Departments: Legal / City Attorney's Office Salary: 121

Division: City Attorney's Office

Date: September 2006 Location: City Hall

GENERAL PURPOSE

Performs routine secretarial and administrative work in a legal and fast-paced environment by providing internal and external customer assistance, legal research, data processing, and legal file systems' management.

SUPERVISION RECEIVED

Works under the close supervision of the senior paralegal/elections officer and under the direction of the city attorney according to an established work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares correspondence and maintains numerous legal records and filing systems.

Document and file management including organization and cataloguing of numerous documents, files, and notebooks such as library publications, correspondence and internet material pertaining to the legal department.
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Responds professionally to inquiries from citizens, employees, and others via all communication mediums, as they pertain to the legal department and prosecution.

Schedules appointments, registers personnel for conferences and seminars, and makes travel arrangements and itineraries.

Limited or initial investigation of issues and inquiries.

Assists in maintaining City Attorney's calendar, office organization, customer relations, and some computer maintenance.

Responsible for transcription, compose letters and memoranda, proofread and edit correspondence, generation of reports and other material and correspondence requiring judgment as to content, accuracy,

and completeness.

Heavy word processing, slideshow preparation, and spreadsheets. Litigation preparation and correspondence.

Performs legal research (via internal and external resources) as requested by the city attorney or senior paralegal/elections officer.

Tracking and follow-up on subpoenas received by the City, process bankruptcy notices, and maintain and log MCLE for city attorney.

Assists with liability insurance claims and the issuance of insurance certificates.

Assists with confidential personnel situations/transactions. Retains highly confidential correspondence and files.

Supports senior paralegal/elections officer with elections on an as-needed basis.

May serve as Notary Public.

Operates listed office equipment as required and maintain office supplies.

May receive, stamp, and distributes incoming mail. Processes outgoing mail.

Assists with production of the weekly Legal Bulletin (a report to the City Council), and miscellaneous projects as assigned.

On an as-needed basis, assist with prosecution needs, namely filing, data entry, victim assistance, case/trial preparation, discovery, and communication with attorneys, defendants, victims, and witnesses.

Other duties as assigned.

PERIPHERAL DUTIES

Provides backup to paralegals and election officer positions. General office coverage (helpfulness to internal and external customers) on the top floor of City Hall.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized coursework in general office practices such as typing, filing, operating a computer and various software programs;

(B) two (2) years of related experience, preferably in a legal office or court environment, with increasing responsibilities.

(C) Notary public is a plus.

(D) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Intermediate to advanced proficiency in computers and electronic data processing (e.g. Windows, word processing, spreadsheets, PowerPoint, Outlook, and the Internet) and working knowledge of modern office practices and procedures.

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently, prioritize, maintain effective working relations with employees, and effectively meet and deal with the public. Ability to communicate well verbally and in writing.

(D) Ability to handle stressful situations, and to work in a fast-paced environment.

(E) Ability to maintain accurate records, as well as to type and enter data accurately.

(F) Sensitive to confidentiality and excellent judgment with regard to disclosure issues.

(G) Some knowledge of or willingness to learn legal terminology and procedures related court filings; considerable knowledge of general and modern office procedures, general knowledge of or willingness to learn local government structure and the main roles of other governmental agencies.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Phone, personal computer, transcription machine, copy/fax/scanner/printer, 10-key calculator, and laminating machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

Ability to handle high-levels of stress and stressful situations on a continual basis.

Ability to handle multiple tasks in a fast-paced environment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. Successful criminal history, drug screening, and fingerprinting are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Terence D. Mahr
Supervisor

Approval: J H Bennett
Appointing Authority

Effective Date: September, 2006 Revision History: