



**ADVERTISEMENT**  
**POST UNTIL 4pm on October 4, 2010**

**CITY OF NEWBERG  
INVITES APPLICATIONS FOR**

**LEGAL SECRETARY**  
**PART-TIME (24 hours/week), REGULAR POSITION**  
**SALARY RANGE: 121A (\$15.80- \$20.67/hr)**

### **THE POSITION**

The part-time legal secretary is primarily responsible for a wide variety of routine administrative tasks in a legal and fast-paced environment by providing internal and external customer assistance, legal research, data processing, and legal file systems management. Hours/days are flexible, except that working 8-hour days on Fridays is a must.

### **TYPICAL DUTIES**

- Significant word processing, transcription, drafts pleadings, legal research, investigations, litigation preparation and correspondence, scheduling, seminar and training registrations, and assists with liability insurance processing.
- Maintains the city attorney's calendar, numerous legal records, and filing systems.
- Actual filing and quick retrieval of documents and files, office organization, routine clerical tasks, customer relations, legal research, heavy word processing, and light office equipment and computer maintenance.
- Assistance with weekly report to City Council, elections, and miscellaneous projects pertaining to legal department.
- Responds to requests and inquiries from citizens, attorneys, and City staff.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Graduation from high school or GED equivalent with specialized coursework in general office practices such as typing, filing, operating a computer and various software programs; and
- Two years prior work experience in a legal and/or court environment preferred.
- Any equivalent combination of education and experience.
- Notary public a plus.

**Necessary Knowledge, Skills and Abilities:**

- 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.
- Ability to prioritize, to maintain effective working relations with employees, to effectively meet and deal with the public, and to communicate well verbally and in writing.
- Ability to handle stressful situations and to work in a fast-paced environment.
- Ability to maintain accurate records, and ability to type and enter data accurately.
- Sensitive to confidentiality and excellent use of judgment regarding disclosure issues
- Ability to accurately type 60 wpm; intermediate grammatical knowledge and willingness to increase this knowledge.

The official job description is available through the Newberg City Attorney's Office. The job description above is designed to give general information and is not all encompassing.

**SELECTION PROCESS**

A formal application is required. Applicants will be rated on experience, training, and education. Top applicants will be invited for an oral interview, reference, and criminal history background checks, and there may be job testing. A successful pre-employment drug screen test will be required as a condition of employment.

**Applications** are available from: City of Newberg  
Human Resources Department  
Online Application at <http://www.newbergoregon.gov/jobs>  
Mail: PO Box 970  
Location: 414 East First Street (City Hall)  
Newberg, OR 97132  
(503) 537-1261

**Closing Date: Monday, October 4, 2010, by 4:00 p.m.**

Applications are required and must be received in the Human Resources Department no later than this date and time. Résumé may be attached but does not substitute for a City application form.

NOTE: The Release for Criminal History Records Check does not need to be completed at the time of application. It will be completed if applicant is a finalist.

***The City of Newberg is an Equal Opportunity and Affirmative Action Employer and supports a Drug Free Workplace***

**THIS EMPLOYMENT OPPORTUNITY IS OPEN TO ALL PERSONS WITHOUT REGARD TO RACE, SEX, ETHNIC BACKGROUND, OR NATION ORIGIN, AGE, RELIGION, MARITAL STATUS, POLITICAL AFFILIATION, VETERANS' STATUS, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION,**

**THE CITY OF NEWBERG DOES NOT DISCRIMINATE ON THE BASIS OF DISABLED STATUS IN THE ADMISSION OR ACCESS TO OR TREATMENT OF EMPLOYMENT IN ITS PROGRAMS OR ACTIVITIES.**

Posting Expiration: Oct. 4, 2010 @ 4pm