

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Legal Secretary
FUNCTIONAL AREA: City Attorney's Office

WORK OBJECTIVE:

Legal secretarial and staff assistant work of more than ordinary difficulty and responsibility in the office of the City Attorney's Office of the City. An employee in this class performs moderately complex and varied clerical, staff assistant, legal secretarial duties and public contact work. Work is performed under general supervision and requires the application of knowledge of legal methods, requirements, and terminology in meeting a variety of work problems with some independence of action exercised in the disposition of work matters, giving information, receiving complaints, and other public contact work. Assignments are usually provided in the form of general outlines of desired results with detailed instructions received as required.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides clerical and secretarial support to legal staff.
- Sets and cancels hearings and trials, deals with judicial personnel.
- Files pleadings, obtains copies of court documents and recorded documents.
- Sets witness interviews.
- Prepares simple pleadings, notices and subpoenas.
- Drafts, types and edits reports, resolutions, ordinances, drafts, legal briefs, contracts, and other legal documents.
- Makes entries on legal calendar and assembles documents and exhibits needed for discovery in cases.
- Calendars pending cases to avoid delay or default in filing pleadings.
- Screens visitors and arranges appointments for attorney, explains standard programs and policies.
- Files and maintains documents and other data requested in the conduct of official business.
- Assists in maintaining the Law Library for legal staff.
- Reads, routes and types replies to daily correspondence.
- Maintains records and reports relative to legal work.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED preferred; supplemented by four (4) to six (6) years of secretarial or clerical experience; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of modern legal office practices, procedures, and appliances, and of Business English, legal terminology and civil law procedures, and of spelling and arithmetic.

Ability to work from standard forms to draft legal documents for supervising attorney's review.

Legal Secretary

Ability to analyze facts and exercise responsible judgment; understand and interpret complex rules and regulations; understand and follow complex oral and written instructions; and express ideas clearly and concisely, orally, and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to operate a computer, knowledge of Word 6.0 or higher and Excel.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with limited exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.