

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Legal Secretary	Job Code: 4109
Date: November 16, 2016	EEO Code: OC
FLSA Designation: Non-exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is highly skilled clerical and legal office support work requiring specialized knowledge of legal terminology, documents, and procedures.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to a designated supervisor and perform all work under his/her general direction. The work of this class is distinguished by its emphasis on specialized knowledge of legal office support activities.

ESSENTIAL DUTIES: Compose, transcribe, and type a variety of legal documents, including ordinances, resolutions, summons, subpoenas, search warrants, legal pleadings, continuances, discovery responses, contracts, legal agreements, etc.; assist attorneys in preparing briefs, motions, memoranda, and other written material for presentation to the court; obtain police reports, criminal histories, driving records, and other supporting documents both manually and using computerized systems; call witnesses for notice of hearings, trials, continuations, etc.; maintain office files and ensure case/issue files are stored accordingly and with all current and applicable materials;

Review and update cases or claims to determine ongoing document and information needs and to maintain document control tracking; provide information and assistance to police officers, city personnel, court officials, witnesses, outside attorneys, various law enforcement agencies, and the general public; maintain attorney schedules; take complex dictation from attorneys and transcribe dictation through use of a word processor; make copies and operate a variety of office equipment; enter documents into computerized systems and appropriately distribute information; may assist in formulating, preparing, and monitoring division budget and expenditures, requiring bookkeeping and general routine accounting work; assist other staff members as needed; perform other duties as needed.

MINIMUM REQUIREMENTS: High school diploma or G.E.D.; and one (1) year of major clerical support experience, plus three (3) years of experience performing legal secretarial functions in a legal office; **OR** an equivalent combination of education and/or experience [substituting each one year of post-secondary education/training for six months of experience].

License(s). Must possess a valid, current driver's license.

SELECTION FACTORS: **Knowledge of:** legal terminology and current legal office practices and procedures; court practices, procedures, organization, and jurisdictional requirements of the Utah court system; applicable formats and protocol for a variety of court and legal documents; basic English composition, spelling, and grammar; related laws, codes, rules and regulations governing functions of the position. **Skill in:** operating current office equipment; multiple computer applications and programs, including spreadsheets; organizing multiple projects simultaneously; practicing behaviors that build trust with others. **Ability to:** create, process, transcribe, and/or type complex legal documents; maintain complex filing systems; perform work with speed and accuracy; communicate effectively both verbally and in writing; access and search various

database programs; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, typewriter, word processing and spreadsheet software, on-line search engines and databases, fax machine, copy machine, recording equipment, microfiche, telephone, and other office equipment as needed.

PHYSICAL DEMANDS: Typically sit at a desk or table; regularly walk, stand, or stoop; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; use tools or equipment requiring a high degree of dexterity; work for sustained periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. Occasional exposure to high-stress situations, including contact with the public in confrontational or uncomfortable circumstances.

Robert D. West 11-9-2016
 Department Director Date

[Signature] 11/16/16
 Mayor/Chief Administrative Officer Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.