

## LEGAL SECRETARY

### **SUMMARY:**

Under limited supervision, performs a variety of routine administrative and complex secretarial functions involving legal terminology and forms for one or more attorneys following established procedures and practices; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Takes, transcribes and edits correspondence, pleadings, resolutions, ordinances, subpoenas, contracts, etc. and proofreads for accuracy.
2. Keeps appointment calendars for one or more attorneys, scheduling meetings, seminars, hearing dates, trial dates, and deadline dates.
3. Handles or refers public inquiries by telephone and in person.
4. Opens, date stamps routes to the appropriate attorney or responds to incoming mail.
5. Logs complaints, forfeitures, foreclosures and distributes to attorneys for further handling.
6. Establishes, gathers, organizes data and maintains legal files, tickler files and retrieval systems.
7. Performs routine administrative duties including processing check requests, processing personnel paperwork and maintaining employee files, preparing payroll forms, and keeping attendance records.
8. May guide and oversee the work of other support staff.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of legal terminology and basic legal processes.
- Knowledge of public relations and customer service principles, practices and techniques.
- Knowledge of office management and administrative support practices and procedures.
- Knowledge of a variety of computer software, including word-processing, spreadsheet, and presentation applications.
- Knowledge of general bookkeeping practices and procedures.
- Skill in preparing a variety of records, reports, and correspondence using appropriate formats.
- Skill in maintaining department files and records.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in handling and prioritizing multiple projects.
- Skill in coordinating calendars, appointments, depositions, room assignments, etc.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters.
- Skill in researching, compiling, and preparing reports and related information.
- Ability to establish cooperative work relationships with those contacted in the course of work.
- Ability to apply judgment in the release of confidential information.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, talk or hear, use the hands and occasionally lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** High School diploma or GED with some education or training beyond the High School level, and five (5) years of experience working with legal terminology and/or court procedures, or any equivalent combination of training and experience. May require possession of a valid Florida driver's license and State of Florida Notary Public.