



Job Title	Legal Secretary	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	12717

Class Specification – Legal Secretary

Summary Statement:

The purpose of this position is to provide administrative legal support to paralegals, attorneys and office staff for the City Attorney’s Office. This is accomplished by managing telephone calls, claims, correspondence, and case filings; distributing incoming mail and responding to inter-departmental mail; processing closed files and preparing off-site storage transfer; processing e-file pleadings and supporting documents; and managing attorney calendars. Other duties include assisting with monthly reports as assigned; assisting in trial and appeal hearings; maintaining databases; and notarizing documents.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Provides legal administrative support by creating and maintaining databases; answering telephones and proofreading documents; and preparing legal documents including pleadings, correspondence, ordinances, resolutions, forms, requesting documents and information; and special applications.
20%	Assists in trial and appeal hearing preparation by distributing and preparing preservation orders and supporting documents to all concerned parties; creates preservation order database to keep track of returning employee checklists; evaluates and follows up on checklists; performs other administrative responsibilities for use in position statements and requests for information in EEOC and CCRD termination complaints, redacts confidential information, obtains schedules of witnesses, coordinates hearing location, and contacts court reporter.
20%	Manages multiple attorney calendars; utilizes document management system and provides immediate access to records; performs internal and external records filing management; and coordinates and schedules meetings with internal and external clients.



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Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate in the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in legal studies or a related field.

Experience: Two years of full-time legal support experience, including experience in the preparation and processing of legal documents and records.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Notary Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, scanner, printer, fax, copy machine, multi-line telephone, adding machine/calculator, vehicle, digital recorder, transcription equipment.

Specialized Computer Equipment and Software: Experience with state and federal courts or regulatory agency e-filing systems, Adobe Acrobat Pro, Microsoft Suite, Colorado Records Database (CDA), Granicus/Legistar, LERMS, JIS, Roxio, Sharepoint, and PeopleSoft Financial.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014