



City of Irving Job Description

Legal Secretary

FLSA Status:	Non-Exempt	Job Department:	Multiple Departments
Job Code:	25062	Reports To (Job Title):	Designated Supervisor

PURPOSE

To perform a full range of responsible and technical legal secretarial and related duties in support of the City Attorney's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Format, proofread, and prepare legal documents and correspondence, including letters, memoranda, contracts, jury charges, complaints, dockets, pretrial documents, motions, and briefs.
- Assist with attorneys' calendars and the scheduling of meetings, hearings, and training, which includes registering attorneys for continuing legal education events, arranging travel and hotel, and preparing expense reports.
- Receive and screen visitors and telephone calls; Provide information and assistance to the public and city employees, which includes scheduling appointments, assisting with dockets, matching pleas with cases and defendants, answering procedural questions, and conveying messages to attorneys.
- Assist attorneys with meetings, training, seminars, pretrial hearings, and jury trials.
- Track legal services requests from city departments and external sources, which includes maintaining database, creating files, assigning to attorney, notifying requestor of status, closing and processing files, and transferring to file room.
- Maintain files and computerized databases, which includes creating, locating, retrieving, and refiling records.
- Sort, open, log, and distribute incoming mail to staff; attach incoming correspondence to file for needed action.
- Determine need for and requisitions supplies, equipment, and repair and maintenance services.
- Produce legal documents and correspondence.
- Perform related duties as assigned.

If Assigned to Police:

- Perform administrative and legal secretarial duties for Police Legal Advisor and Professional Standard Division; which includes handling highly confidential and proprietary information.
- Process expunction cases received from county courts, and responds to / processes all departmental open records requests.
- Maintain various databases for Professional Standards Division on vehicle pursuits, use of force reports, off-duty work requests and employee commendations.
- Process monthly Uniform Crime Report (UCR) for departmental crime statistics.

OTHER DUTIES AND RESPONSIBILITIES

- Review timesheets, which includes confirming that timesheet information is properly entered into electronic system.
- Receive cash payment and delivers it to municipal court.
- Prepare, copy, and distribute city council agenda and packet information.
- Performs duties of other clerical staff members in their absence.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manage on the average of \$500-\$1,000 per month for supplies/materials purchases and registration and reservations for training/travel.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of the 12th grade.

EXPERIENCE

- Minimum of two (2) years of increasingly responsible related experience, including at least one (1) year of experience as a legal secretary.

CERTIFICATES, LICENSES, REGISTRATIONS

- State of Texas Notary certification.

KNOWLEDGE OF

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, forms design principles, and other office procedures and terminology, including the content, organization, and format of legal documents and correspondence.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar, and legal terminology.
- Computer Usage: Computer hardware and software applications.

SKILLS AND ABILITIES IN

- Reading Comprehension: Understanding written sentences and paragraphs in work-related documents.
- Writing: Communicating effectively with others in writing as indicated by the needs of the audience.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Typing: Accurately entering information using computer keyboard.
- Mechanical/Technical: Safely operating diverse equipment, including a keyboard and standard office equipment such as calculators, copy machines, facsimile machines, and scanners.
- Writing Comprehension: Reading and understanding written information and ideas.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Information Ordering: Correctly following a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
- Wrist-finger Speed: Making fast, simple, repeated movements of the fingers, hands, and wrists.
- Near Vision: Seeing details of objects at a close range (within a few feet of the observer).
- Speech Recognition: Identifying and understanding the speech of another person.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Number Facility: Performing mathematical calculations quickly and correctly.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Interacts with other city personnel, including key support personnel, managers, and directors; also, municipal court personnel, municipal court judges, police officers, code enforcement officers, residents, defense attorneys, outside counsel, and attorneys and staff at the District Attorney's Office, State Bar of Texas, other municipalities, professional organizations, and outside agencies.

EQUIPMENT AND PROPERTY

This position utilizes a personal computer, copier with fax and scanner, label makers, calculators, and microfiche reader printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is regularly required to listen, see, sit, talk, and/or walk. Frequently, s/he is required to reach with hands and arms. Occasionally, s/he must carry, lift up to 10 pounds, stand, and/or stoop. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.