

Legal Secretary

Dallas City Attorney's Office – Community Prosecution

The Dallas City Attorney's Office is seeking an energetic, organized legal secretary with at least **two to five years** of experience to fill a full-time position in the Community Prosecution Section. The successful candidate will maintain calendars, schedule appointments and conferences for attorneys; establish and maintain files of assignments, projects, and other work assigned to attorneys; work independently; draft routine, standard correspondence; schedule meetings for attorneys; communicate with residents, city departments, and other members of the legal system to provide, receive, and facilitate the transfer of information; proofread various documents; archive files in accordance with the City of Dallas' records management policy; review and distribute incoming mail and process outgoing mail; and manage various reports. Other duties may be assigned.

Candidates must be proficient in Microsoft Word, Excel, Outlook, and Adobe Acrobat Professional and must have the ability to effectively communicate verbally and in writing. Applicants must also be able to multi-task and work well under pressure. Candidates must have strong organizational skills, with attention to detail. Candidates must have the ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees, and the general public.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at www.dallascityattorney.com.

If interested, please send a cover letter, resume, and three references to:

attresumes@dallascityhall.com

No phone calls, please.