

City of Dallas
Classification Specification

Title:	Senior Legal Secretary	Class Code:	32207
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Office Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Provides secretarial support to several Assistant City Attorneys in the preparation of legal documents and performs other secretarial duties to facilitate office operations.

Essential Functions

1. Operates microcomputer to prepare a variety of legal papers including contracts, ordinances, briefs, letters, and memos to produce official documents from handwritten or recorded source material.
2. Maintains calendar for attorneys, scheduling appointments and conferences in reference to court appearance dates, expectant witnesses, and meetings to ensure smooth progression of daily schedules.
3. Communicates with citizens, City departments, judges and other members of the legal system to provide, receive, and facilitate the transfer of information.
4. Establishes and maintains complex, cross-reference file of cases, projects, settled lawsuits, claims, and other work assigned to attorneys to maintain availability of documents in an orderly fashion.
5. Composes routine, standardized correspondence to reply to general inquiries.
6. Proofreads various documents for typographical errors to ensure accurate, professional quality work.
7. Determines priority of tasks to ensure assignments are completed as required.
8. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills, and Abilities Required to Perform Work

Knowledge of standard office procedures and practices.

Knowledge of legal terminology and the preparation of legal forms and documents.

Knowledge of correct grammar, spelling, and punctuation.

Ability to communicate effectively orally including excellent telephone etiquette.

Ability to use office machines such as typewriter, microcomputer, copier, and fax machine.

Ability to prepare routine correspondence.

Ability to perform satisfactorily under pressure.

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.

Working Conditions and Hazards

Normal office working conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.