

## **NOTICE OF JOB OPENING**

TITLE: Legal Secretary

DEPARTMENT: Law Department

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 12 \$33,974.30/yr to \$48,321.18/yr. (\$18.6672 to \$26.5501/hr)

ELIGIBILITY: All City Employees and outside applicants who meet minimum qualifications

RESIDENCY: Must reside in Niagara Falls, NY within 6 months of appointment

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of complex secretarial, clerical, receptionist, and administrative support duties for the Corporation Counsel and staff of attorneys. The work involves the responsibility for relieving the legal staff of administrative detail in order to support the efficient operation of the department. The incumbent is responsible for independently performing complex clerical operations, including the operation of word processing equipment used in the typing of a variety of legal and related documents and correspondence. Correspondence and releases of a routine recurring nature are composed personally with correspondence being dictated only for unusual or difficult technical or legal situations. Employees in this class work under general supervision, receiving detailed instructions only when assignments involve work where policies or procedures have not been established. The Legal Secretary performs related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern office terminology, practices, procedures and equipment; good knowledge of legal forms and legal terminology; good knowledge of grammar, spelling and legal formatting; familiarity with the organization and functions of City departments and agencies; ability to operate a keyboard and use common office software programs at an acceptable rate of accuracy and speed; ability to design and maintain filing systems; ability to handle routine administrative details independently, including the composition of important letters and memoranda; ability to understand and carry out complex verbal and written directions; ability to communicate effectively both verbally and in writing; ability to keep confidential information; ability to interact effectively with attorneys, and develop and maintain cooperative relationships with other city officials and the general public; ability to deal courteously with the public both in person and on the telephone and provide requested information; ability to refer visitors to appropriate staff after ascertaining their needs; accuracy; initiative; neat personal appearance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER**

(A) Graduation from a regionally accredited or New York State registered two-year (2) college or university with an Associate's Degree in Business Administration, Secretarial Science or related field and one (1) year of experience in a position involving secretarial work, preferably in a legal setting and/or involving the preparation of legal documents;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as indicated in (A)

OR

(C) Any satisfactory equivalent combination of experience and training as in (A) and (B)