

NOTICE OF JOB VACANCY

Title: Legal Secretary

Department: Law Department

Number of Vacancies: 1

Pay Range: Grade 12 \$19.0672-\$26.9501 Hourly \$34,702-\$49,049 Annual

TYPICAL WORK ACTIVITIES:

Relieves the Corporation Counsel and staff of attorneys of routine office detail by providing general and routine administrative support services;
Answers office telephone and receives visitors;
Determines the nature of inquiries and acts accordingly; responds to requests for routine information, refers to the appropriate person or department, or takes messages;
Schedules meetings and appointments, and maintains detailed calendars for attorneys;
Prepares legal correspondence and documents on word processing equipment in an appropriate legal format;
Prepares resolutions and other agenda items for City Council meetings;
Performs related clerical tasks to ensure smooth and efficient operation of the office;
Maintains confidential and regular correspondence files;
Orders office supplies and maintains inventory of supplies and equipment;
Opens, reviews and distributes incoming mail.
May serve as a notary and notarize or serve as a witness in the notarizing of legal documents.

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)

This position will be posted for 10 working days, June 19, 2023- June 30, 2023