

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB102 Legal Secretary
POSITION #/TITLE: 0507, 0593 Legal Secretary	Adopted: 07-97
	Revised: 01-09

POSITION DESCRIPTION

Dept: Attorney	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 1466/NB037/City Attorney	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Skills check Word and Excel
Personal Protective Equipment: None	

General Statement of Duties

Provides a wide variety of clerical, secretarial and legal support services to help Attorneys prepare for trials; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Types correspondences, legal notices, briefs and memorandums for one or more City Attorney;
 Prepares court schedules, coordinates witnesses, and monitors legal deadlines for all City Attorneys;
 Organizes and integrates Civil and Criminal schedules for trials;
 Monitors all court decisions, monthly caseload and outcomes in regular reports;
 Files pleadings and coordinates proceedings with court officials;
 Provides copies of all relevant court cases to appropriate Attorneys, including other departments within the City and outside legal groups;
 Makes final preparations for filing Supreme Court Cases by preparing the appendix, table of contents, relevant docket entries and table of authorities;
 Fields incoming phone calls and provides direction and/or procedural information where required;
 Updates computer systems as to changes in the State Civil Jury Instructions for Attorneys' use;
 Categorizes and updates Law Library;
 Prepares pleadings, correspondence, memos, ordinances, resolutions as requested;
 Coordinates the filing of Municipal Infractions and Small Claims with other City departments;
 Compiles payroll for the Attorney's office, codes and tracks all bills sent to the Auditor's office;
 Prioritizes and distributes all incoming information to the Attorney's office;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of modern office procedures, practices and equipment;

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Thorough knowledge of modern standard bookkeeping principles, practices and procedures;
Thorough knowledge of all legal and court procedures;
Ability to prepare legal documents for cases as requested;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, Court officials and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions for review by City Attorneys;
Ability to organize all legal documents for use when necessary;
Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED, supplemented by additional training in Legal Secretarial Sciences, preferably an Associate's Degree in Legal Secretarial Sciences; and
Some secretarial experience in a law office or a relevant component of the court system; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Driver's License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee access to the general office environment and the court system.