



Code: 0875

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Secretarial and Typing

CLASS TITLE: SENIOR LEGAL PERSONAL COMPUTER OPERATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, performs at the fully proficient senior level, operating a personal computer to create, edit, and print complex legal documents, and performs related duties as required

ESSENTIAL DUTIES

- Reviews rough drafts or uses a Dictaphone and/or current office technology to transcribe legal documents (e.g., briefs, interrogatories, settlement agreements)
- Uses word processing, spreadsheet, database, and related desk top software to produce legal documents of general complexity
- Uses advanced software features to perform complex functions (e.g., merging, query, double column printing) to prepare legal documents
- Proofreads and edits legal documents for grammatical, spelling, and formatting errors
- Organizes and prepares legal documents for submission to the courts
- Maintains computerized files and updates case logs and databases
- Prepares case files for submission in court, storage and warehousing
- Participates in training entry-level staff
- Performs clerical duties (e.g., answering telephones, processing travel reimbursement paperwork, assisting walk-ins, scheduling meetings for assigned staff of attorneys)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of experience in operating personal computer equipment, preferably in a law office, or an equivalent combination of education, training or experience.

Licensure, Certification, or Other Qualifications

- Typing at a skill level of 50 words per minute is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *clerical methods, practices, and procedures
- *applicable computer software packages and applications
- courtroom procedures and terminology
- *English language spelling, punctuation, and grammar

Some knowledge of:

- *alphabetical or numerical classification of information
- report preparation methods, practices, and procedures
- office management methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Uses logic and reasoning to identify the strengths and weaknesses of alternatives solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2011
Minimum Qualifications Revised: April, 2015