



**Code: 0863**

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Secretarial and Typing

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## **CLASS TITLE: LEGAL SECRETARY**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs specialized and confidential administrative and secretarial support to a Chief Assistant Corporation Counsel in the city's Law Department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Schedules meetings and maintains the supervisor's appointment calendar
- Screens office visitors and telephone calls, takes messages and responds to inquiries and complaints forwarded to the supervisor's office
- Uses word processing, spreadsheet, and related desktop software to format and generate a variety of complex legal documents and correspondence including briefs, summonses, and forms
- Creates and maintains databases to track pending cases and assignments
- Proofreads and edits legal documents for grammatical, spelling, and formatting errors
- Relays supervisor's directives to staff and ensures their execution for efficiency of work operations
- Works on special projects and handles special assignments, as required
- Prepares statistical and work activity reports on unit operations
- Maintains supervisor's legal, confidential and administrative files

**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**

- Three years of work experience in operating personal computer equipment, preferably in a law office, or an equivalent combination of training and 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**

- No specific requirements

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

**Knowledge**

Moderate knowledge of:

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

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 alternative 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

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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.

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City of Chicago  
Department of Human Resources  
October, 2015  
Licensure, Certification or Other Qualifications Revised: May, 2018