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

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.