CLASS TITLE: Administrative Assistant to Deputy Corporation Counsel

CHARACTERISTICS OF THE CLASS: Under general supervision, performs responsible and confidential secretarial work and routine administrative duties of a sensitive nature for the Deputy Corporation Counsel in the Law Department; and performs related duties as required.

EXAMPLES OF DUTIES: Takes dictation and transcribes detailed and complex legal correspondence, letters, minutes of meetings and notes on confidential matters; composes confidential letters and memoranda and answers sensitive correspondence regarding legal cases, policies, procedures and issues affecting the Law Department; maintains confidential records and files for the Deputy Corporation Counsel; screens telephone calls and visitors and schedules appointments; assists the Deputy Corporation Counsel in tracking legal briefs and motions of a confidential nature; performs typing and document preparation encompassing legal briefs, appeals, motions and ordinances; responds to confidential complaints, problems and inquiries from the general public, city officials and other government agencies; communicates the Deputy Corporation Counsel's directives and instructions to other attorneys and support staff; coordinates and oversees work activities of clerical and typing support staff assigned to division; verifies and maintains daily time sheets for division personnel; reviews and authorizes overtime work schedules; allocates work assignments among division support staff to ensure productivity; issues verbal and written warnings for disciplinary purposes.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible administrative, legal and clerical experience, or an equivalent combination of training and experience. WordPerfect experience preferred.

Knowledge, Abilities and Skill. Considerable knowledge of modern office practices and procedures. Considerable knowledge of legal terminology and court procedures. Considerable knowledge of departmental rules and progressive discipline procedures.

Ability to compose letters, correspondence and legal documents. Ability to communicate effectively with the general public, other government officials and attorneys within the Law Department. Ability to organize and allocate work among designated personnel.

Considerable skill in the application of office management practices and techniques. Considerable skill in using good judgment to evaluate situations and make routine decisions. Considerable oral and written communication skills.

February, 1991