CLASS TITLE: Administrative Assistant - Corporation Counsel

CHARACTERISTICS OF THE CLASS: Under direction, performs responsible and highly confidential secretarial and administrative work for the 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; organizes and maintains confidential records and files for the Corporation Counsel; screens incoming telephone calls, greets and directs visitors and schedules appointments for the Corporation Counsel; assists the Corporation Counsel in tracking legal briefs and motions of a confidential nature; types and prepares complex legal briefs, appeals and motions; responds to complaints, problems and inquiries from the general public, city officials and other government agencies; communicates the Corporation Counsel's directives and instructions to department attorneys and support staff; may oversee and train subordinate clerical personnel.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible clerical experience including two years of supervisory experience, or an equivalent combination of training and experience.


Ability to compose letters, correspondence and legal documents. Ability to work effectively with the general public, government officials and department personnel.

Comprehensive skill in the application of office management practices and techniques. Comprehensive skill in communicating effectively orally and in writing.

May, 1990