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

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

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