

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Legal Secretary	Job Code: 4109
Date: January 12, 2023	EEO Code: OC
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled clerical and legal office support work requiring specialized knowledge of legal terminology, documents, and procedures.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Legal Secretary Supervisor and perform all work under general supervision. This work is distinguished by its emphasis on specialized knowledge of legal office support activities.

ESSENTIAL DUTIES: Compose, transcribe, and type a variety of legal documents, including ordinances, resolutions, summons, subpoenas, search warrants, legal pleadings, continuances, discovery responses, contracts, legal agreements, and other related documents; assist attorneys in preparing briefs, motions, memoranda, and other written material for presentation to the court; obtain police reports, criminal histories, driving records, and other supporting documents both manually and using computerized systems; call witnesses for notice of hearings, trials, continuations, and other legal proceedings; maintain office files and ensure case/issue files are stored accordingly and with all current and applicable materials.

Review and update cases or claims to determine ongoing document and information needs and to maintain document control tracking; provide information and assistance to police officers, city personnel, court officials, witnesses, outside attorneys, various law enforcement agencies, and the general public; maintain attorney schedules; take complex dictation from attorneys and transcribe dictation through use of a word processor; make copies and operate a variety of office equipment; enter documents into computerized systems and appropriately distribute information; may assist in formulating, preparing, and monitoring division budget and expenditures, requiring bookkeeping and general routine accounting work; assist other staff members as needed; perform other duties as needed.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 2 years of legal secretary experience **OR** an equivalent combination of education and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: **Knowledge of:** legal terminology and current legal office practices and procedures; court practices, procedures, organization, and jurisdictional requirements of the Utah court system; applicable formats and protocol for a variety of court and legal documents; basic English composition, spelling, and grammar; related laws, codes, rules, and regulations governing functions of the position. **Skill in:** operating current office equipment; multiple computer applications and programs, including spreadsheets; organizing multiple projects simultaneously; practicing trust-building behaviors. **Ability to:** create, process, transcribe, and/or type complex legal documents; maintain complex filing systems; quickly and accurately perform work; communicate effectively both verbally and in writing; access and search various database programs; deal with the public in a pleasant, courteous, and calm manner in all circumstances;

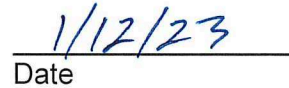
develop and maintain effective working relationships with the public, coworkers, and superiors; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, word processing and spreadsheet software, online search engines, legal and non-legal databases, fax machine, copy machine, recording equipment, telephone, and other office equipment as needed.

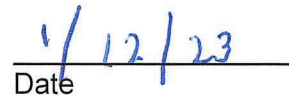
PHYSICAL DEMANDS: Requires sitting at a desk for long periods while maintaining concentrated attention to detail, walking, standing, stooping, occasionally lifting, carrying, pushing, pulling, or otherwise moving objects weighing up to 20 lbs., and using tools or equipment requiring a high degree of dexterity.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. Occasional exposure to high-stress situations, including contact with the public in confrontational or uncomfortable circumstances.


Department Head


Date


Mayor/Chief Administrative Officer


Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.