

**CITY OF ANACORTES**

**revised 07/07/00; supercedes previous version  
JOB DESCRIPTION**

**JOB TITLE:** Legal Secretary, non-exempt

**DEPARTMENT:** Legal

**REPORTS TO:** City Attorney

**PRINCIPAL PURPOSE OF JOB:** Independently performs a wide variety of complex clerical and administrative duties including typing materials of a legal nature, such as legal opinions, motions, briefs, affidavits, complaints, statements, and correspondence; filing and record keeping; and the independent maintenance of office and administrative details for the City Attorney and City Prosecutor.

**LEVEL OF AUTHORITY:** Performs routine duties independently, setting priorities and scheduling work in accordance with established and general policies and procedures requiring regular interpretation. Responsible for sound judgment, thoroughness, and competence, where failure to perform effectively and efficiently could have serious impact on City operations, public relations, and the efficient use of resources.

1. **WORK ENVIRONMENT:** Much of the work is performed in a fast-paced office setting with frequent interruptions and with the need to effectively work with the public. Some work is performed at meeting rooms in the community. Occasionally requires ability to drive. Act as confidential secretary to the City Attorney and City Prosecutor. From dictation, handwritten drafts, or verbal instructions, type or otherwise prepare a variety of City legal correspondence and documents, such as, briefs, motions, affidavits, subpoenas, ordinances, and resolutions. Maintain appropriate records. Arrange appointments, meetings, and conferences, as directed.
2. Serve as legal assistant to assist in researching law, correspondence and other materials and prepare forms and reports as directed. Compile and maintain defendant files for criminal caseload.
3. Work with the Municipal Court, Police Department, and other agencies, departments, and jurisdictions, as necessary. Maintain excellent public relations through communications with public and other departments and agencies. Respond courteously to inquiries, provide information within scope of responsibility, and refer calls as appropriate.
4. Update law books and municipal codebooks; distribute as appropriate.
5. Serve as a contact for Washington Cities Insurance Authority (WCIA);Correspond with WCIA and Handle all paperwork for insurance claims for the City in accordance with standard procedures in the claims manual.
7. Proofread own material and that of others to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information.

8. Perform a variety of office and general secretarial tasks, such as copying, opening and distributing mail, mailing forms and reports, maintaining office machines, and coordinating schedules and appointments.
9. As authorized, order supplies, prepare purchase orders, and verify authorization.
10. Keep jury trials calendar and prepare jury instructions.
11. As appropriate, create and implement improved work methods and procedures to accomplish work assignments.

#### **ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

#### **QUALIFICATIONS:**

##### Technical

1. Must be able to handle a high volume of typing, type 65 wpm with accuracy, and transcribe from Dictaphone, hand-written drafts, or verbal instructions.
2. Must be able to operate a personal computer and learn quickly to use the software programs of the department.
3. Must have a sound knowledge and ability in business correspondence, and an ability to proofread the grammar, spelling, and punctuation of self and others with high degree of accuracy.
4. Must have broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable environment. Prefer experience in a legal environment requiring strict confidentiality.
5. Must be able to quickly acquire knowledge of the purpose, functions, and procedures of the Legal Department and the Municipal Court.
6. Must be willing to learn the general functions of all City departments so as to be able to refer people to the appropriate department to handle their concern.
7. Must be able to do basic mathematical computations with a high degree of accuracy.
8. Must have a high school diploma or equivalent as indication of basic math and grammar knowledge. Requires a valid Washington State driver's license.
9. Must be able to take and transcribe minutes, of meetings held at various sites within the City.

##### Physical Capabilities

1. Ability to sit at work station for extended periods, frequently using a computer.
2. Ability to stand, walk, and drive as required.
3. Occasional ability to lift, carry, and put away parcels weighing up to 20 pounds.

4. Hearing ability sufficient, for example, to take minutes in a general meeting and to monitor several audible communications devices, such as telephone, fax, and radio, throughout day while performing other duties.

#### Other Capabilities

1. Ability to monitor a number of ongoing projects and keep track of and meet deadlines.
2. Ability to communicate effectively with diverse and sometimes irate, upset, and confused individuals.
3. Ability to perform secretarial work for a variety of people, while organizing priorities and maintaining appropriate confidentiality.

#### Use of Tools and Equipment

Standard office equipment including personal computer and software, typewriter, multi-line phone system, two-way radio, fax machine, copier, 10-key calculator and dictation equipment.

#### **OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

*Are you able to perform the essential functions of this job with or without accommodation?*

*Yes                      No*

*If testing is required, will accommodation be necessary?*

*Yes                      No*

Signature\_\_\_\_\_

Date\_\_\_\_\_