

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	LEGAL ADMINISTRATIVE ASSISTANT
Classification Specification	100102 Legal Administrative Assistant

Office/Division:	Law	Employment Status:	Part-Time
Reports To:	Law Director	Civil Service Status:	Unclassified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. completion of secondary education supplemented by experience in business office systems
2. experience as a secretary in a legal environment

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a Notary Public Commission for the State of Ohio.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. office practices and procedures
2. legal terminology
3. grammar, punctuation, and spelling

Ability to:

1. proof read documents
2. follow detailed instructions
3. prepare legal pleadings and documentation
4. communicate effectively
5. develop and maintain effective working relationships with associates and the general public
6. categorize documents according to established methods
7. maintain confidentiality

Skill in:

1. operation of standard business office equipment and software

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101

1. Prepares correspondence, legislation, criminal complaints, legal opinions, civil pleadings, and other related documentation.
2. Receives and screens telephone calls; schedules appointments and court dates; provides information and assistance to law enforcement personnel and the general public.
3. Maintains and organizes records and files; performs various routine clerical tasks.
4. Receives and maintains confidential information and documentation.
5. Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

EQUIPMENT OPERATED

1. standard business office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. exposure to chemicals found in an office environment
2. occasional work at computer terminal for long periods of time
3. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

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