

City of Norwalk, OH
Advertisement for Part-time Legal Secretary

A part time position for Legal Secretary is opening for the City of Norwalk.

Candidates must have great organizational and communication skills. Applicants must have completion of secondary education or experience as a secretary in a legal environment. Candidates should have proficiency in the Microsoft Office Suite (Word, Excel, Access). Pay rate up to \$14.67 hourly DOQ.

Full job description and application are available on the City's website at www.norwalkoh.com. Any qualified person interested in the position should submit an application, resume and cover letter to Law Director G. Stuart O'Hara, Jr., Law Director by 4 p.m. on October 14, 2016. Completed applications can also be mailed to: City of Norwalk, ATTN: Stuart O'Hara, 38 Whittlesey Ave., Norwalk, OH 44857.

The City of Norwalk is an Equal Opportunity Employer.

By: G. Stuart O'Hara, Jr.
Law Director

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	LEGAL SECRETARY
Classification Specification	100101 Legal Secretary

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.

Position Title: LEGAL SECRETARY

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.



APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

(Please Print)

Position Applied For: _____

Date of Application: _____

Last Name _____

First Name _____

Middle Name _____

Address

Street _____

City & State _____

Zip Code _____

Telephone Number(s) _____

Best time to contact you at home is: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Yes

No

Have you ever filed an application with us before?
If yes, give date _____

Yes

No

Do any of your friends or relatives, other than spouse, work here?
If yes, state name, relationship, and department _____

Yes

No

Are you currently employed? _____

Yes

No

May we contact your present employer? _____

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. _____

Yes

No

All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.

If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS

List skills/equipment operated

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: _____

Signature: _____

(optional) SSN: _____

I certify that on _____ I witnessed the above signature.

Witness: _____

