

## **Metro Classification Description**

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Class No.	1245	Established: 02/07
Title:	Legal Secretary	Revised: 10/08
Pay Grade:	533	
Bargaining Unit:	Non-Represented	
FLSA Status:	Non- Exempt	

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### **GENERAL SUMMARY**

Jobs assigned to this classification provide a variety of highly skilled and confidential clerical and or administrative assistance to legal counsel in the Office of the Metro Attorney. In addition to highly skilled administrative support, the legal secretary classification supports attorneys by performing legal research, proofing and editing legal documents for spelling, grammar and readability. The classification may use existing documents to create draft letters for attorneys.

### **DISTINGUISHING FEATURES OF THE SERIES**

This is a single classification within the Office of the Metro Attorney.

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES**

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

1. Performs receptionist and clerical duties by screening callers and visitors and referring them to appropriate staff members or departments; receiving, sorting and distributing mail; responding to the public regarding standardized information about Metro and its programs; and acting as department contact to receive, communicate, exchange, correct or verify information.
2. Operates a variety of office equipment including word processing software, copying machines, and calculators to create and maintain a variety of non-complex records, reports, files and systems.
3. Maintains office supplies and equipment; collects, organizes, compiles and tabulates data and information within established guidelines; reviews and prepares uncomplicated data for computer input; and prepares and processes a variety of forms, information and records.
4. Performs general secretarial duties including scheduling meetings, compiling agendas and making appointments and travel arrangements; responding to verbal and written inquiries independently based on established information and knowledge of assigned work area; and attending meetings to record, produce and distribute minutes.
5. Keyboards correspondence, reports, tables, envelopes and forms from brief instructions, handwritten or printed copy, or notes.
6. Maintains primary department files and records in electronic and hard copy formats, retrieving, compiling and reporting on information as requested.
7. Provides direct secretarial and administrative support to the Metro Attorney, Deputy Metro Attorney, and professional attorneys in the Office of the Metro Attorney. The classification coordinates office operations; maintaining supervisor's calendar;

- developing and maintaining office procedures and standards; and assisting with administrative tasks involving personnel, budgeting and accounting.
8. Composes detailed letters and produces reports from brief instructions or notes. Verifies, edits and formats documents and correspondence that can include confidential and proprietary information; compiles and reports on data from a variety of sources including performance of established statistical calculations; and maintains department budgets, payroll records, supply inventories, and financial, accounting and expenditure records.
  9. Arranges, staffs and coordinates committee, commission and outside agency meetings; makes out-of-town reservations for conferences, transportation, and lodging for department staff.
  10. Monitors legal case timelines and deadlines and advises attorneys of pending deadlines.
  11. Prepares, reviews, monitors and processes a variety of documents including personnel action forms, contracts, budgets, legal documents and Metro code based on knowledge of legal requirements and supervisor's general directions.
  12. May coordinate department administrative staff.
  13. Independently conducts special or periodic studies or projects by gathering and compiling data and preparing reports, documents and data displays.

#### **INTERPERSONAL CONTACTS**

Inside the organization, works with all staff engaged in the acquisition and management of property. Outside the organization, works with a variety of individuals such as title and escrow companies, real estate attorneys, environmental consultants and municipal and county agencies.

#### **WORKING CONDITIONS**

Duties are performed in an office setting and outdoors. Individuals assigned to this classification are exposed to toxic materials and chemicals normally found in an office environment and to the hazards of walking on unimproved land or areas where toxic wastes or derelict buildings are found. Travel, evening meetings and extensive overtime may be required.

#### **SPECIFIC JOB SKILLS**

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series). Knowledge of legal work methods, practices and statutes and laws as they relate to real estate and land use. Ability to perform complex land and real estate legal research; develop, analyze and report on a variety of related documents; work effectively with staff and other professionals in a sometimes stressful environment; and organize and manage multiple projects.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

Mental activities required by jobs in this series include frequent decision-making, interpersonal skills and creativity. There is continuous use of discretion, customer service skills and teamwork. The ability to read, write, speak and understand English is required. Required physical activities include continuous hearing and sitting. There is frequent talking, fingering and repetitive motions of the hand or wrist. Lifting, carrying,

pushing or pulling of up to 10 pounds is required. The ability to walk on a variety of terrain is required.

High school diploma or G.E.D. and four years of progressively responsible administrative and secretarial experience in a legal office or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**NECESSARY SPECIAL QUALIFICATIONS**

Some positions may require a valid driver's license.