



Code: 0866

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Secretarial and Typing

CLASS TITLE: EXECUTIVE LEGAL SECRETARY

CHARACTERISTICS OF THE CLASS

Under general supervision, provides specialized and confidential administrative and secretarial support to executive level or managerial staff in the city's Law Department and performs related duties as required.

ESSENTIAL DUTIES

- Schedules meetings and maintains appointment calendars for supervisor and unit attorneys
- Screens office visitors and telephone calls, takes messages and responds to inquiries and complaints forwarded to the supervisor and unit attorneys
- Uses word processing, spreadsheet and related desktop software to draft letters and to format and generate a variety of complex legal documents and correspondence including briefs, summonses and forms
- Creates and maintains databases to track pending cases and assignments
- Proofreads and edits legal documents for grammatical, spelling and formatting errors and makes photocopies
- Relays supervisor's directives to staff and ensures their execution for efficiency of work operations
- Works on special projects and handles special assignments, as required
- Prepares statistical and work activity reports on unit operations
- Makes travel and hotel arrangements for supervisor and unit attorneys
- Attends meetings with supervisor and unit attorneys, taking notes and preparing meeting summaries
- Orders office supplies and maintains an adequate inventory of supplies
- Organizes and maintains legal, confidential and administrative files for supervisor and unit attorneys
- Processes various forms and reviews paperwork
- Takes dictation and transcribes legal documents
- May assist in preparing documents for court filing

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Three years of typing experience in a law office, or an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

- Typing at a skill level of 50 words per minute is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *applicable procedures and methods used in administrative and clerical practices
- *applicable computer software packages and applications
- *English language spelling, punctuation, and grammar

Some knowledge of:

- *alphabetical or numerical classification of information
- *record keeping and report preparation methods, practices, and procedures
- Intake and customer service methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2013