

Job Class Code: 0170	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide difficult legal clerical and routine administrative support. The class is responsible for legal and administrative tasks for the area of responsibility. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Prepares agreements, motions, orders, resolutions, affidavits, ordinances, and other legal documents. • Screens telephone calls and visitors; provides information or directs persons to appropriate department/personnel. • Prepares approvals to form responses, orders and petitions for appointment and reappointment, and packages for City appointments to Boards and Commissions. • Provides administrative support for staff, including scheduling appointments, hearings, and meetings, making travel arrangements, and maintaining calendars. • Prepares documents for hearings such as court cases and pleadings. • Scans files on the imaging system to be maintained on disks. • Sets up and maintains filing/record system for area of responsibility. • Delivers documents to courts, and maintains listing of documents received; files Certificates of Analysis. • Serves as liaison with other public and private offices. • Maintains updates to City and State codes. • Performs routine office tasks such as typing correspondence, reports, and statements, filing, faxing, and photocopying. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices and uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, clients, and others in the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in legal secretarial skills or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of full-time experience.
Special Certifications and Licenses	Depending on position, may require a valid driver's license in compliance with City driving standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.