

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

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide complex and advanced legal secretarial support. The class is responsible for high-level legal, administrative office tasks for the area of responsibility. The class works with a significant amount of independence in the application of legal secretarial practices and procedures and mentors less experienced legal staff within the office.

TYPICAL TASKS
<ul style="list-style-type: none"> • Transcribes dictation in the preparation of correspondence and legal papers including motions, orders, warrants in debt, indictments, resolutions, ordinances, summons, briefs, and contracts. • Prepares docket; issues and copies subpoenas; attends court for counsel advisement and court dates. • Creates and maintains files and records for area of responsibility. • Coordinates system updates/upgrades and associated changes to office procedures. Provides oversight of office systems and trains other staff and volunteers on the use and operation of such systems. • Prepares indictments and responses to discovery, schedules appointments with participants, and prepares jury instructions. • Serves as contact person for victims and witnesses. • Provides administrative support for staff including scheduling court assignments and appointments, making travel arrangements, and maintaining calendars. • Delivers documents to courts and maintains listing of documents received. • Performs routine office tasks such as filing, faxing, photocopying and scanning files into the imaging system. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such 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. Requires frequent communication with external vendors and federal and state agencies.
Reasoning Requirements	Performs coordinating work involving guidelines and rules; solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent 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 any combination of education and experience equivalent to an associate's degree in legal secretarial skills or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of three years of full-time experience.
Special Certifications and Licenses	Depending on position, may require a valid driver's license in compliance with City driving standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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.

Revised 07/24/2020