

Job Class Code: 0180	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide complex legal clerical and responsible administrative support. The class is responsible for legal and administrative office 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

- Transcribes dictation in the preparation of correspondence and legal papers including motions, orders, warrants in debt, indictments, resolutions, ordinances, summons, briefs, and contracts.
- Enters and updates information for legal cases in computer system.
- Prepares docket; issues and copies subpoenas; attends court for counsel advisement and court dates.
- Sets up/prepares and maintains files and records for area of responsibility.
- Assists in answering telephone and screening visitors; provides information or directs persons to appropriate department/personnel.
- Handles accounts payable for area of responsibility and enters requisitions into computer system.
- Prepares indictments for grand jury; obtains criminal histories and driver transcripts; requests prior convictions from area courts.
- 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; files Certificates of Analysis.
- Maintains office supply inventory; orders supplies to restock as needed.
- 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	Copies, transcribes, enters, or posts 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; 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 any combination of education and experience equivalent to an associate's degree in legal secretarial skills or a closely related field.
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Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two 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