

LEGAL SECRETARY
608

DEPARTMENT: County Attorney

NATURE OF WORK:

Performs advanced secretarial work for the Office of the County Attorney. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under managerial direction and is reviewed through conferences, reports, and analysis of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans and organizes office workflow activities to meet unit objectives in a timely manner.

Evaluates and modifies work procedures and methods to ensure quality, effectiveness, and efficiency of operations.

Types correspondence and statistical reports and related office material into final format; types bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable.

Tracks filing and releasing of water and sewer, and trash and grass liens; sends liens to Circuit Court to be recorded; maintains files and records when liens are released.

Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis; drafts specific sections of statistical reports and verifies data; may have frequent contact with the public and other organizational members and county departments in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.

Coordinates with the Police and Fire Departments, the processing and issuance of solicitation and fireworks permits, respectively.

Schedules meetings and training sessions, including coordinating arrangements for the room; prepares materials for audiovisual equipment or any other equipment as needed.

Maintains general and employee personnel files, sets up new files, files and retrieves information.

May take complex dictation and notes of meetings; keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; maintains appointment calendar.

Performs Notary Public duties.

Responsible for updating County Codebook three times a year with newly adopted ordinances. Coordinates typing, proofreading, printing, and mailing supplements to internal and external Code holders.

Maintains records of budget expenditures; prepares or coordinates preparation of budget documents in accordance with prescribed procedures; completes budget transfers as directed; assists with department annual budget preparation.

Provides instruction or guidance and makes daily work assignments to other clerical employees, as assigned.

Sorts Commonwealth of Virginia House and Senate bills and documents for staff review; supervises distribution and filing of bills and documents in binders.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Makes appointments for supervisor and professional staff.

Maintains and orders publications and updates current publications.

Applies knowledge of microcomputer and advanced software applications.

Develops and administers operating records, and coordinates activities with other sections within division, department or outside agencies and departments, as appropriate.

May monitor and assist lower level clerical employees in complex work situations, advise on interpretation of policies, set work priorities, and schedule and assign daily work.

Examines and compares data for verification or discrepancies; reconciles errors and ensures accuracy and consistency of data processed; maintains office statistics.

Establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations.

Maintains inventory of office supplies and equipment; prepares purchase requisitions.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment including telephone, computer keyboard, calculator, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of department operations and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure.

Ability to prioritize, organize, and perform work independently.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to provide guidance and training to other clerical staff members as needed.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science; and extensive experience in highly responsible secretarial and office work; some of which shall have been in the legal profession; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Legal Secretary Position Number 608
Department County Attorney Division _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		✓						✓	
Push/Pull	✓							✓	
Hold/Carry		✓						✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			