



Job Title	Senior Legal Secretary	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	11063

Class Specification – Senior Legal Secretary

Summary Statement:	
<p>The purpose of this position is to provide administrative legal support to paralegals, attorneys, and office staff for the City Attorney’s Office. This is accomplished by managing telephone calls, claims correspondence, and case filings; distributing incoming mail and responding to inter-departmental mail; processing closed files and preparing off-site storage transfer; process e-file pleadings and supporting documents; and managing attorney calendars. This position may prepare papers and correspondence of a legal nature such as contracts, briefs, summaries, complaints, and motions. Requires knowledge and use of legal terminology. Other duties include assisting with monthly reports as assigned; assisting in trial and appeal hearings; maintaining databases; and notarizing documents. Works under limited supervision and on own initiative performs standard and advanced administrative duties.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Provides legal administrative support by receiving and screening internal and external phone calls and mail, answering telephones and assisting callers or routing to appropriate party; maintains attorney calendars and schedules; creates and maintains databases; proofreads documents and prepares legal documents including pleadings, correspondence, ordinances, resolutions, forms, requests documents/information, and special applications; and conducts other administrative duties as necessary to support the department.
15%	Assists in trial and appeal hearing preparation by distributing and preparing preservation orders and supporting documents to all concerned parties; creates preservation order database to keep track of returning employee checklists; evaluates and follows up on checklists; performs other administrative responsibilities for use in position statement and requests for information in EEOC and CCRD termination complaints; redacts confidential information, obtains schedules of witnesses, coordinates hearing location, and contacts court reporter.



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25%	Assists with training legal assistants and office staff in office procedures such as creating, organizing, and maintaining files, distributing documents and other duties concerned with cases, e-filing pleadings, and preservation order handling. Assists attorneys and co-workers with computer systems and other tasks as assigned. Manages multiple attorney calendars; utilizes document management system and provides immediate access to records; and performs internal and external records filing management, coordinate, and schedules meetings with internal and external clients.
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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in legal studies or a related field.
Experience: Five years of full-time responsible litigation support experience, including experience in the preparation and processing of legal documents and records.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Notary Certification	Within six months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Position has no responsibility for the direction or supervision of others.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.
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Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, scanner, printer, fax, copy machine, multi-line telephone, adding machine/calculator, vehicle, digital recorder, and transcription equipment.



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Specialized Computer Equipment and Software: Integrated Courts E-Filing System (ICCES), PACER, Adobe Acrobat Pro, Microsoft Suite, Colorado Records Database (CDA), Granicus/Legistar, various e-Discovery software, LERMS, JIS, Roxio, Sharepoint, and PeopleSoft Financial, PeopleSoft HR.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014