

LEGAL SECRETARY

NATURE OF WORK

This is highly responsible specialized legal assistance work requiring a considerable level of knowledge of legal terminology, criminal and civil court processes, discovery, court rules, statutes, ordinances, regulations, and confidentiality policies.

Work involves responsibility for performing complex legal assistance work in the Law Department requiring considerable knowledge of legal terminology and systems of legal citation, ability to utilize software applications and other technology, the ability to prepare legal documents following accepted formats and construction, and the ability to maintain confidential legal case files and records.

General supervision is provided by attorneys and Executive Assistant, but the legal secretary is allowed considerable latitude for exercising independent judgment.

EXAMPLES OF WORK PERFORMED

Drafts ordinances, resolutions, contracts, and legislative documents using previously prepared documents as forms; makes modifications as necessary; maintains files on legislative activities passed by City Council, Planning Commission, and other political subdivisions; and coordinates the publishing and updating of the Lincoln Municipal Code and related documents, in hardcopy and electronically.

Independently prepare documents in final form for review and signature by staff attorneys; interprets documents submitted to the office for follow-up and additional document preparation.

Contacts appropriate personnel or inquire on electronic resources to collect information from other city departments, Register of Deeds, County Assessor, Lincoln Police Department, and/or the private sector for information needed to initiate case files, prepare documents, respond to discovery, and/or complete investigations for review by attorney.

Prepares rough drafts and final copies of contracts, deeds, easements, executive orders, memorandums, petitions/complaints, motions, orders, briefs, discovery requests and discovery productions for review by an attorney; opinions, general correspondence and other related complex documents from electronic media, hard copy, or other sources as requested; complying with various agencies and/or court rules and legal procedure.

Obtains trial dates and times for court hearings and discovery; electronically files pleadings and other documents with various courts, City Clerk, and Register of Deeds; tracks cases and hearing dates.

Interacts with litigants, attorneys, judges, and other persons seeking information; answers routine questions concerning ordinances and related matters.

Maintains case files and electronic databases related to area of responsibility by creating new matters; updating case information; and closing cases in the appropriate case management system in the Law Department.

Issue legal holds as directed by an attorney.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of legal terminology, spelling, punctuation, and grammar, as well as of various legal forms, instruments, documents, and pleadings.

Considerable knowledge of the use of technology in document generation, case management systems, and litigation support software: the preparation of documents for posting to the Internet, converting and/or scanning documents or photos to a variety of formats, and researching and obtaining information necessary to complete documents.

Knowledge of the jurisdiction of the various courts and their respective rules.

Ability to understand the more important duties and responsibilities of the department and to be able to assist with some of the routine details.

Ability to prepare routine legal forms, documents and minutes accurately, logically, neatly and concisely.

Ability to assist in the review and correlation of pertinent data in preparation for litigation, legislation, and other city processes.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.

Ability to establish and maintain a complete filing and records system which includes varied data of a legal and non-legal nature.

Ability to understand and follow complex oral and written instructions.

Ability to proficiently type at least 40 words per minute net after errors.

Skill in the operation of modern office equipment such as a personal computer, facsimile machine, photocopier, and machine transcription unit.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by business college courses in office technology with a legal focus; two years of experience in performing clerical, secretarial, and/or legal assistance duties to a practicing attorney or in a related legal office capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.