

LEGAL OFFICE ASSISTANT II

City Attorney's Office

PURPOSE:

- The Legal Office Assistant II functions as a legal secretary and provides office support services to the Assistant City Attorneys.

ESSENTIAL FUNCTIONS:

- Perform legal administrative work including processing, preparing, typing and copying of various documents such as legal documents, briefs, pleadings, correspondence, opinions, ordinances, contracts and agreements.
- Transcription of law briefs, pleadings, correspondence, agreements and other legal documents in matters pending before local, state and federal regulatory bodies, boards, and commissions.
- Type and draft briefs for trial and appellate courts, including both federal and state courts.
- Maintain filing system including filing of documents.
- Assist City Attorneys with gathering of necessary case information.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Four years of clerical experience which includes at least two years of experience in a law office performing duties related to this position.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of computers, including Microsoft Windows, Outlook, and Microsoft Word.
- Knowledge of legal documents, briefs, pleadings, correspondence, and procedures.
- Knowledge of administration and clerical procedures.
- Knowledge of the structure and use of the English language including word meaning, spelling, composition and grammar.
- Oral communication skills; ability to effectively communicate with citizens, co-workers and management.
- Written communication skills; including the ability to prepare documents and reports.
- Ability to read and understand work related documents.
- Ability to manage a high level of detail with accuracy.
- Ability to coordinate and organize work assignments and complete multiple projects simultaneously.
- Ability to provide excellent customer service to individuals from all economic, educational, and cultural backgrounds.
- Ability to work with diverse groups of people, including coworkers, supervisors, public officials, people in other departments and the public.
- Ability to use logic to determine the strengths and weaknesses of various approaches to problems.

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SALARY (6IN):

- The current starting salary is \$38,247 annually for City of Milwaukee residents. The non-resident starting salary is \$37,681 annually. Recruitment above the minimum is possible.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 14, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- ***NOTE:*** *The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact (414)286-3751.*

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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